



IMPORTANT FOOD DELIVERY AND SETUP INSTRUCTIONS

*****DO NOT FILL ANY INDIVIDUAL ORDERS UNTIL
INVENTORY HAS BEEN TAKEN*****

- 1) Do Not fill any individual orders until INVENTORY has been taken.
- 2) Only fill your orders from the summary sheets which have been returned to you by SMART FUNDRAISING or your printed STUDENT PACK SLIPS which were emailed to you.
- 3) Have your customer sign the Summary Sheet or Student Pack Slip after he/she receives their order.
- 4) **Keep all of the signed Summary Sheets or signed Student Pack Slips for your records.**

Any problems, call **410-298-2500 ext. 7** or **1-800-359-1919 ext. 7** or **888-jcorbis (888-526-7247)** before distributing orders.

If these instructions are not followed, Smart Fundraising will not be responsible for any missing items or incorrect counts.

THANK YOU FOR WORKING WITH SMART FUNDRAISING!