



## Instructions for Order Coordinator:

1. Use promotional materials to advertise fundraiser, gather orders, and collect individual payments.
2. When orders are complete: tally sizes, quantities, and cost from bottom subtotals for quick tabulation.
3. Ensure all payments have been made to you or your organization. One total payment must be remitted to **www.earthdayshirts.com** at time of order. Separate individual payments will not be accepted.
4. Place order online at **www.earthdayshirts.com** or via phone at **1-877-677-1837** by the deadline date.

### **Selling Tips**

- We suggest dating your promotional materials with the Friday prior to the actual deadline date shown online to allow time to compile and submit the final order.
- Fill in your own selling price. If you would like to use your sales as a fundraiser, simply add a markup and keep the profit!
- Remember that Shipping & Handling will be added when placing your order.

**If you have any questions, please contact our customer service department at 1-877-677-1837.**