



Reindeer Lane®  
GA

Reorder Instructions  
Reorder Form  
Return Instructions  
Final Tally Form



Reindeer are concerned about our environment so in order to become more green friendly, we are not printing the price on the price card this year. This will allow us to print one set of price cards and not have as much paper waste. The price card will have the item number, item description and the price code. You will have room to write the price based on the item code if you want the price shown on your price card. We will be including a code sheet which gives you the pricing for each code number at your selected profit margin. This code sheet can be placed at your check out area to verify pricing and to aid in the check out process.

Many of the schools are printing the price codes on poster board and hanging the poster board around the shopping area so the prices are easily seen. Schools have also place the code sheets on the tables and the children can easily find the price. This would avoid you having to price the cards. It is your option and we would like to here any feedback you may have. This will save over 50,000 sheets of paper!

Thanks,

Reindeer Lane Gift Shop®



Overnight shipping is available for your reorders. Please note we ship UPS standard overnight service. We do not offer early AM service for overnight orders. You can call UPS at 1-800-PickUPS or you can visit UPS.com to get the guaranteed delivery time for your standard overnight service. Our zip code is 30097 and they will also ask for your zip code in order to give you the guaranteed delivery time for your area.



## Reordering Merchandise

For additional merchandise needs please review the following:

- Go to [www.reindeerlane.com](http://www.reindeerlane.com) to place reorders via the internet. Fill out the reorder request and we will send a receipt of your order. Reorders by faxing please fax to 888-243-2391. Reorders by phone dial 877-378-0403.
- All orders will either be personally delivered or shipped out next day standard service. Please note your standard delivery next day time on [www.ups.com](http://www.ups.com). All orders received by 2pm your time will be processed for next day. All other orders will be processed the next day.
- We do not mind shipping next day reorders but please be courteous as other schools will need additional merchandise. Please do not over order. Note 1 box contains about \$300 worth of merchandise and the cost to overnight is about \$60.
- Please try to stay 2 days ahead on ordering so that we can send 2<sup>nd</sup> day air if possible. Overnight deliveries are extremely expensive so we appreciate your cooperation. If you are out of merchandise and need more then we will gladly ship next day.

Thanks,

Reindeer Lane

RL Fax: 888-243-2391 TF Phone: 877-378-0403  
RL Local Fax: 770-418-0375 RL Local Phone: 770-418-0355

[www.reindeerlane.com](http://www.reindeerlane.com)

East





## END OF SHOP CHECKLIST

- \_\_\_\_\_ Repack all paper products. (Envelops, flyers, bags, plastic bags etc.)
- \_\_\_\_\_ Condense Merchandise into as few boxes as possible.
- \_\_\_\_\_ Discard broken items. Make notes if necessary. We do not want broken merchandise returned.
- \_\_\_\_\_ Write name of school or organization on all boxes returned.
- \_\_\_\_\_ Return merchandise the day your shop closes.
- \_\_\_\_\_ Please call the office if a local truck delivered you. Check the boxes and if you have no original labels from UPS on the boxes then you were delivered by local truck.
- \_\_\_\_\_ Please use labels provided if you received UPS labels. If you did not receive labels please call the number below.
- \_\_\_\_\_ Discard any unused shipping labels. (Not applicable if delivered by company vehicle)
- \_\_\_\_\_ Call 1800PICKUPS for UPS to pick up your boxes. If you are charged a fee for pickup please pay and subtract from total.
- \_\_\_\_\_ SEND CHECK SEPARATE VIA US MAIL. (If you do not have a check postmarked within 3 business days you will be subject to a finance Charge.)

### Mailing Address for Payments:

Reindeer Lane Gift Shop®  
P O Box 2208  
Suwanee, GA 30024

TF Phone: 877-378-0403      RL Fax: 888-243-2391  
Local Phone: 770-418-0355      Local Fax: 770-418-0375

# Reindeer Lane Gift Shop

## Final Bill Calculations



This Is Your Final Bill & Receipt. Please Keep A Copy For Your records

**School Name:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Final Bill Total

A. Total Sales Including Sales Tax: \$ \_\_\_\_\_

B. Sales Tax Owed: (Your Rate) x (A). \$ \_\_\_\_\_  
\*\* (Must Send in Tax Exempt Form  
if you do not pay sales tax)

C. Subtract Total Sales Minus Sales Tax \$ \_\_\_\_\_  
(Row A - Row B)

D. Profit Percentage your organization chose % \_\_\_\_\_  
(Example put .20 if you chose 20%)

E. Amount Your Organization Keeps \$ \_\_\_\_\_  
Multiply rows (C) x (D)

F. Amount your organization owes \$ \_\_\_\_\_  
(Does not include Sales Tax)  
Subtract (row C - row E)

G. Early Sign up Bonus (if applicable) \$ \_\_\_\_\_  
If you received a percentage:  
Multiply ( % x row F)

H. Amount Your Organization Keeps \$ \_\_\_\_\_  
Add (Row E + Row G)

I. **Total Due:** \$ \_\_\_\_\_  
Subtract ( Row A - Row H)



\*\* Please only send 1 Check Per School  
School Name must be on all returned boxes

\*\*Please do not put the check in returned  
merchandise boxes. Mail Check Separate  
from returned merchandise.

**Make Your Payment By Mail**  
**Remit payment to:**

Reindeer Lane Gift Shop®  
Attn: Accounts Receivable  
P.O. Box 2208  
Suwanee, GA 30024