La-Tee-Da! Check-In-Form 2016 – Fax to 410-630-7080
For Bulk Orders, NOT Pre-Sorted by Seller

Contact Person: _____ **Organization**_____

Phone Number: _____ **Email:** _____

1) Upon receiving your shipment you must sort your items and complete an accurate inventory *prior* to sorting by seller to confirm what has been received. Then, compare to the quantity of each item you ordered. Otherwise, shortages may be due to errors made by not ordering enough of each item, or an error may have been made when your organization sorted the individual orders for each seller.
2) If any products appear missing please re-check your inventory for accuracy. Boxes are weighed for 100% accuracy. Shipping errors and breakage are less than 1% and we anticipate your order to be accurate. After completing your inventory complete the Check-In-Form, and then sort by seller. Fax the Check-In-Form only if any items are missing, extra, or broken. . Photos of any broken items must be emailed to CHFundraiser@gmail.com. If any shipping boxes were damaged in transit please provide that information.
3) To receive replacements the Check-In-Form must be completed in full, and faxed or mailed within 7 days upon delivery. After 7 days additional items may be purchased but requests for replacements will not be accepted. Phone calls or emails listing missing or broken items without a Check-In Form cannot be accepted. Should we receive a phone call or an email requesting replacements you will be emailed a copy of the Check-In-Form to complete. **Sorry, no exceptions**. Our shipping department will issue a call tag with FedEx to pick up any extra items. Place any extra items back into one of the original boxes and a shipping label will be emailed to you.
4) If you need to order additional items due to an error in ordering the correct number of items needed a new order may be placed. Errors due to your organization not ordering not enough items are not "missing items". We will email an invoice.

[_____ALL 8 COLUMNS MUST BE FILLED IN_____]

SKU Number	Description including category and scent. Including alphabet letter for cutting boards	# Ordered	# Received Must be reported. Inventory before sorting!	# Damaged	# Missing from Qty Ordered	# Extra	New Order
04400	*Classic Home Candle, Baked Apple Pie*	*50*	*49*	*0*	*1*	*0*	*0*
60430-A	*Cutting Board, Letter A*	*2*	*2*	*0*	*0*	*0*	*1*