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

| Contact Person: | Organization |
|-----------------|--------------|
| Phone Number: | Email: |

- 1) Upon receiving your shipment confirm you have received each seller's box *prior* to sorting by seller. Request each seller to verify they have received the correct number of items at the time they pick up their box. If there are any discrepancies complete an accurate inventory of each item 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 misreading the order form. We suggest you have the seller's sign for their items to acknowledge their order is complete.
- 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 below. Fax the Check-In-Form only if any items are missing, extra, or broken. Photos of any broken items may be required. Email photos 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 emailed within 72 hours upon delivery. After the deadline 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

| Seller's Name as entered on the Online Order Link | 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 |
|---|---------------|--|--------------|--|--------------|----------------------------------|---------|
| Mary Smith | 04400 | Classic Home Candle Baked Apple Pie | 12 | 12 | 1 | 0 | 0 |
| John Brown | 60430-A | Cutting Board Letter A | 2 | 1 | 0 | 1 | 0 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |