**OUTSIDE and ONLINE ORDER INSTRUCTIONS**

Taking outside orders is easy and will really add to your show sales!

This is a great way to include guestswho are unable to attend your show.

Show the catalog to EVERYONE!

**HOW YOUR GUESTS CAN PLACE ONLINE ORDERS:**

1. Navigate to [www.mythirtyone.com/MissyD](http://www.mythirtyone.com/MissyD)
2. Select “My Parties”
3. Look for “your name”
4. Shop Away

**HOW YOU COLLECT OUTSIDE ORDERS:**

Getting orders before your party can help you reach your goal. Order forms are included in your packet. I ask that you make sure your customers fill them out entirely. Make sure their contact information, shipping information, and order form is entirely completed. You’ll want to make sure that their order is correct, and the personalization they have chosen is written down correctly (written down EXACTLY as they want it to appear- all caps, proper case, etc.). Once I receive the orders, I will enter it into the computer as I’ve read it, so make sure it is correct.

**Personalization**

Almost all of our products can be personalized! Any item marked with an E, E1, E2, or E3 can be embroidered for an additional $7. Any items marked with an LE can be laser etched for an additional $7. Any item marked with an I can be embroidered with an icon and choice of personalization for an additional $10. Collegiate personalization is available on select items for an additional $15. Please refer to pages 49-51 of the catalog for more information on fonts and thread colors. Copyrighted names or representations cannot be sewn. Personalized items are non-returnable except for manufacturer defect. Personalized orders cannot be changed once submitted.

**Shipping**

Shipping takes about 2-3 weeks. Shipping is 8%. Items will be shipped to me (unless you are not local, or prefer them shipped to you) so that I can check them over. I will deliver them to you ready to be delivered to your friends. OR- Customers can pay an additional $4 and have their orders shipped directly to them. The sales tax depends on your city/state/ zip. Most of the time it will be 3.9% based on my address.

For example: Order total is $20. Shipping of 8% is $1.60 (add $4 if this is direct shipped). Sub-total of $21.60 with a sales tax of 3.9% is $0.84. Order total is $22.44.

**Payments** - Payments by credit or debit card are preferred, but the following options are available:

* Credit card: Card Number, Expiration Date, & Billing Address are needed.
* Cash
* Check: made payable to Melissa Dominguez

Have fun and if you have any questions, please contact me!

Missy Dominguez

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