

## **TUPPERWARE**

Just some suggestions to help your outside orders go smoothly before your party:

1. When collecting outside orders, take payment too. All payments are due when orders are turned in to me.
2. Have customers make checks payable to you, then you can deposit those and make one payment to me.
3. Shipping and handling is 10% of the total order – with a minimum charge of \$4.50. For example, if the order is \$50, the shipping would be \$5.00. If the order is \$35.00, the shipping would be \$4.50.
4. Tax is \_\_\_%. When putting that into a calculator use the total and multiply by \_\_\_%.
5. It is best to use separate order forms for each person so everything is easier to separate when received and money is easier to collect. We can transfer them later if they're on the excel sheet.
6. Make sure forms have been filled out with the customers address AND phone number. This is in case we have a problem with the order. No one else will get this information, it is not shared.
7. Seal number column: on the order form, is only for Modular Mates. There is a seal that can be either passion or blue.

**Please call me if you have ANY questions! Feel free to leave me a voice message or email me!**

**Your Tupperware Connection,**