|  |  |  |
| --- | --- | --- |
| Image | **The Elf Shelf®  Holiday Shop**  **Reservation Form** | **The Elf Shelf® offered by SCHOOLPALS P.O. BOX 628 GREENACRES, WA 99016 PH: 1-877-384-9653 FAX: 1-360-637-3449**  **info@elfshelfholidayshop.com www.elfshelfholidayshop.com** |

**School Name:** {school}

**Group Name:** {group}

**School Phone:** {schoolphone}

**Fax Number:** {fax}

**Billing Address:**

{billing}

{billcity}, {billstate} {billzip}

**Shipping Address:**

{shipping}

{shipcity}, {shipstate} {shipzip}

**Chairperson:** {chairperson}

**Home PH:** {phone}

**Email:** {email}

**Cell/Other PH:** {secondPhone}

**President**’**s Name:** {presidentName}

**President Home Phone:** {presidentphone}

**Treasurer Name:** {treasurerName}

**Treasurer Home Phone:** {treasurerPhone}

**Did you run a holiday shop last year? ( {yesShop} ) Yes ( {noShop} ) No**

**If yes, with whom?** {yesSchoolName}

**Sales $**{yesSchoolSales}

|  |  |  |
| --- | --- | --- |
| **Start Date:** {yesSchoolStartDate} | **End Date:** {yesSchoolEndDate} | **# of Students**  {yesSchoolStudentCount} |

A price-programmed cash register will be provided when requested.

Send a register? **{register}**

We want to earn **{earn}** profit on our sales   
  
**Please send us approximately $** {merchandise} **in merchandise.**

(First time shops leave blank. Minimum sent is typically $2500 worth.)

Schools receive a FREE Promotion Kit with bilingual Parent Letters, Gift Guide Envelopes, a Chairperson Guide, Posters and Banners as well as a FREE Supply Kit with Tablecloths, self-sealing Giftwrap Bags, and plastic handled shopping bags for carrying gifts home.

All items will be billed at the wholesale price & all unsold items may be returned for full credit, with free freight.

There is no prepayment required and unless prior arrangements are made we will mail a check for items sold within 48 hours of completion of our holiday shop sale. \_\_\_\_\_\_\_\_(Initial) \_\_\_\_\_\_\_\_\_(Initial)

We understand that if we have not paid our invoice by January 15 of the year following our shop, we will be charged a monthly 3% late fee until paid in full. \_\_\_\_\_\_\_\_\_(Initial) \_\_\_\_\_\_\_\_\_\_(Initial)

**Chairperson signature (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President or Treasurer signature (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Elf Shelf® Sales Representative:** \_\_\_\_\_\_Tammy Vose\_\_\_\_\_\_\_\_\_\_\_

**PH:** \_1-877-384-9653\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fill out, sign, and fax to: 1-360-637-3449 or email to: tammy@elfshelfholidayshop.com   
A Representative will contact you to confirm your order.**