

Innisbrook Gift Wrap Ordering Instructions

New this year – the EZ Order Entry

- 1 *The new EZ Order Entry program was designed to automate your order tally process. When you enter all the orders you collect online, calculations will be done for you and your order will be transmitted electronically to Innisbrook.*
- 2 *Saves you time by calculating the order for you...no errors*
- 3 *Enter your order on the EZ Order site; you may be an **Instant Winner of prizes!***
- 4 *The EZ Order system will greatly reduce the volunteer hours required, so please do your part!*

To Enter Your Order Online...

1. Collect orders from family, friends and co-workers.
2. Collect payment when taking orders!
3. DO NOT COLLECT SALES TAX.
4. Make checks payable to **WELCH PTA.**
5. Log onto www.innisbrook.com Be sure to **register** your students so they will receive prize credits. Our **school number** is: **104836**
6. Select **EZ Order Entry** and follow the prompts.
7. **Print** the order receipt for your records.

Print the order payment voucher and return it to school with payment by Monday, 9-22-08

Your order will be shipped to school and you will be notified when it is available to be picked up. There are **NO shipping charges.**

If you are unable to submit your order via the online EZ Parent Order Entry, please **return** your order form and payment to school in the Money Collection Envelope and we will process the order for you.

Ordering Online is still available to you AND it is different from entering your orders online. The differences are:

1. Click on the section "Shop"
2. When you place your order online you must pay with a credit card. Payment is not sent to school.
3. You will be charged sales tax for any order placed online.
4. UPS shipping charges will apply for orders less than \$85. Innisbrook will pay shipping charges for orders of \$85 or more.

Thanks in advance for your support of this important fundraiser! If you have questions, please contact:

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