

Order Summary Form / Forest Glen School SCRIP Program

Name	
Address/City	
Hm Phone & Cell #	

Retailer	Cert. Value	Quantity	Retailer	Cert. Value	Quantity
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	

Order Date	Total # Of Certificates	Total Value of Purchase	Check #
		\$	

- I will pick up my order.
- I authorize _____ to pick up, verify the accuracy and sign for my order.

Ordering Instructions: (SCRIP Certificates can be placed on a monthly basis)

1. Use the Family Order Form attached to determine the retail gift certificates and denominations you would like to order. This form shows the discount offered by each retailer (this is the % Forest Glen earns for your order). Keep the Family Order Form for your reference on this and future orders. Going forward, in order to save paper, this form and the Family Order Form can be found on the Forest Glen website.
2. Use this form to summarize your order including the specific certificates you want to order and the denomination, as well as the order date, total number of gift certificates, total dollar amount, check number, your contact information, etc...
3. All SCRIP orders must be accompanied by a check or money order made payable to Forest Glen PTA.
4. Only return this Order Summary Form and your payment to school with your child, in an envelope marked **"SCRIP Certificates"**. Orders are due by the end of the school day on **November 20, 2008**.
5. Pick up your order on **December 4, 2008**, between 3:30 – 4:30 p.m., in the new gym, along side Market Day pick-up.
6. You must pick up your order or indicate in writing on this form a specific adult who will pick up and sign for your order.

Ordering Terms & Conditions:

Once your order has been received it can not be changed. SCRIP certificate orders are place on your behalf and are not returnable. When you pick up your SCRIP certificate order, open your order and verify its accuracy. Your signature on the Order Summary Form indicates you have received your order in its entirety. In the unlikely event you should have a discrepancy in your SCRIP order, please speak with the SCRIP Coordinator on site the day of pick up before you leave. Forest Glen PTA and the SCRIP Program team will not be responsible for SCRIP Certificates that are not reported missing from your order at pick up. From time to time the SCRIP fulfillment house might be out of stock on certain gift certificates. These back ordered certificates will be fulfilled as soon as they are received by the SCRIP Coordinator or on the next SCRIP delivery date. SCRIP certificates are the same as cash and should be handled accordingly as they can't be replaced if lost or stolen. A \$10 processing fee will be charged for any bounced checks and your existing order along with any future orders will require a money order/cashiers check for payment.

For PTA Use at Delivery

I hereby acknowledge that I have received my order in its entirety and therefore have no further claim for non-receipt of SCRIP gift certificates from the Forest Glen PTA or SCRIP Program Team. I have read and understand the terms, conditions and guidelines listed above and I agree to abide by these policies.

Signature _____ Date _____