

USING THE NEW C₂ CUSTOMER ORDER FORM

a faster, easier Jewelry Bar™ checkout

1

DESIGNER CONTACT INFORMATION

The new order form is 4-ply. It is important to firmly write your contact information on the top copy or place your stamp/sticker on pages two, three and four.

2

CUSTOMER INFORMATION

- + At the beginning of the party ask guests to complete the date and Hostess' name fields. Have them fill in their name, phone and email so you can provide newsletter updates.
- + At checkout, ask each guest if they would like to learn more about Origami Owl® by:
 - Receiving our Customer Newsletter for new styles and special offers!
 - Getting their wish list for free by hosting their own Jewelry Bar!
 - Making money as an Origami Owl Designer!
- + Ask your guests for referrals. Who do they think would love Origami Owl?

3

ORDER INFORMATION

Have guests build their own creations! There are three areas for this on the order form. The items will ship together just as the customer built them. Have your customers list the Locket, Chain, Tags, Charms and Dangles together with each creation. Use one area for miscellaneous items or a wish list/gift list items if you have extra space.

4

SHIPPING INFORMATION

- + Have each guest indicate if they would like their order shipped to them, their Hostess or as a gift to another address.
- + Encourage guests to have their orders shipped to the Hostess. Group orders shipped to the same address are only \$4 per guest when you submit a qualified Jewelry Bar of \$125 with at least 4 orders (\$7 in Alaska and Hawaii).

5

PAYMENT INFORMATION

- + Total up each creation, add them together and enter that amount into the Subtotal 1+2+3 box. If they are ordering more than 3 creations use a second order form.
- + Add the shipping amount. Use the grid on the back of the order form to determine Economy, Standard, Express, or Expedited Shipping.
- + Add sales tax where applicable. Prior to arriving at your Jewelry Bar, look up the tax rate for your hostess' zip code. Look online at your state's Department of Revenue site.
- + If selling items from your inventory, use your PayAnywhere reader. Otherwise, write the credit card number clearly and ask if the billing address for the card is different from the address listed at the top of the form.
- + Ask that checks be written to you.