

## General Information and Instructions for Ordering Stillspeaking Booster Party Package

- Call United Church of Christ Resources at 1-800-537-3394 to place an order
- Information UCCR will need to know
  - When is the meeting?
  - Number of attendees?
  - Where should the items be shipped?
  - Who is to be billed for merchandise?
- After the meeting, count your returns, pack up unsold merchandise and send it back to UCCR along with payment for items sold.
  - Ship unsold items and payment back to UCCR **within 30 days** of your meeting
  - Stillspeaking will pay for shipping items to your meeting; you will be responsible for the shipping charges back to UCCR.
- Use the Inventory Worksheet to account for your sales / returns.