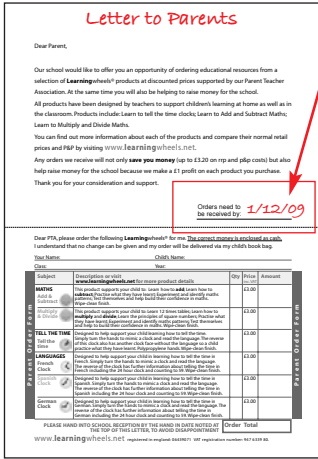


5 steps...

1 Step one



Decided what date you want to receive orders by and then fill out this date on the Letter to Parents which you can download from the PTA support page of this website

2 Step two

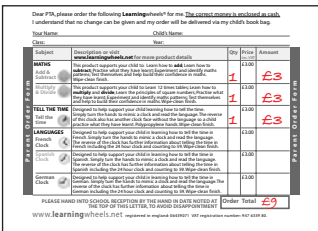
Option 1: Copy the Letter to Parents and send to parents via children's book bags.

Option 2: Tell parents you have become a Learningwheels School Retailer by using your existing school newsletter (if you have one). Tell your parents to visit the www.learningwheels.net website where they can find more information and download their parent order form from the PTA link.

Don't forget to tell parents what date you have decided you need orders handed in by.

NB: Option 1 is likely to give you a higher number of orders because you have made ordering easier for the parents.

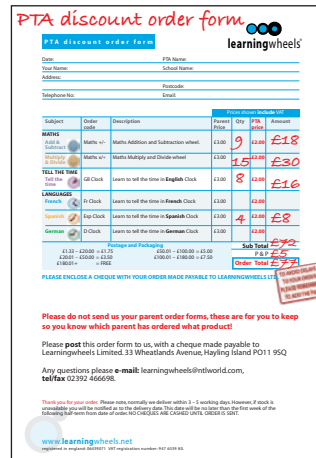
3 Step three



Parents fill out and return the Parent Order Form to school reception along with the exact money in cash by the hand in date specified by you.

REMEMBER: Keep hold of the Parent Order Forms so you know who to give the orders to once your delivery arrives!

4 Step four



Collate and add all the parent orders you have received and fill out the PTA discount order form with order totals. Enclose a cheque made payable to Learningwheels Ltd and post it to: 33 Wheatlands Ave, Hayling Island PO11 9SQ.

YOU KEEP THE PROFIT FOR YOUR SCHOOL!

5 Step five



When your delivery arrives, collate the ordered items into the children's book bags following the Parent's Order Forms received.

You make £1 per item ordered!

...simple