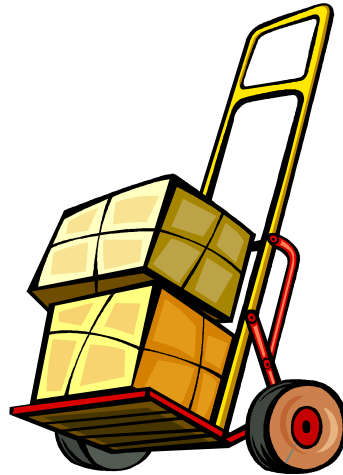


# The Consignment Process



For the

Secretary of Program Resources



*Thank you for volunteering to be a Secretary of Program Resources. I hope you know how important a job this is, and how much we appreciate your sharing your gifts and your talents with United Methodist Women. If there is anything I, or any of the Staff of the Women's Division, can do to make your job easier, please do not hesitate to let us know.*

*God's blessings on you as you work to fulfill the PURPOSE of United Methodist Women.*

*Harriett Olson*

Deputy General Secretary of the Women's Division

# Why We Display and Sell Mission Resources

*There is to be a display and sale of literature at every official gathering of United Methodist Women and Women's Division. The sole right of display and sale of literature is vested in the Mission Resource Center. This relates to all meetings sponsored in whole or in part by the Women's Division or the organization of the United Methodist Women from district to jurisdiction level, Schools of Christian Mission, district and conference meetings, seminars, retreats and officer meetings. The meetings, under the sponsorship of the Division and United Methodist Women, are the only opportunity the Mission Resource Center has to present literature, which promotes the total program of the Division. Adopted April 1991. Revised August 2007 to reflect the change to the Mission Resource Center.*

Wow, that's a lot of "legalese"!! The above paragraph was taken from the bylaws. Simply said, we should display and sell mission resources at each event sponsored by the Women's Division and United Methodist Women. Also, only resources from the Mission Resource Center are to be sold.

# How to Resource an Event or Meeting of United Methodist Women

1. Conference and District Secretaries of Program Resources (SPRs) receive a packet of updated materials annually that contains guidelines and forms for handling Consignment Orders. This information should be shared with any new SPRs and/or passed on to your replacement SPRs. If you need additional forms, please contact the Mission Resource Center at 800 305-9857 for the forms to be e-mailed, mailed, or faxed to you.
2. When preparing to resource an event, meet and plan with the appropriate Executive, Program, or School of Christian Mission Committee, to decide the kinds of resources needed for display and sale at the event or meeting.
3. The numbers of each item shipped as part of a Consignment Order are based on the projected attendance at the event. A good rule of thumb is to review the records from the previous year's similar event when preparing your Consignment Order. Experienced SPRs advise to order free materials for 25% of projected attendees.
4. Presentation makes a significant impact on the sale of materials. If possible, prior to the meeting, visit the event/meeting site and check out the display and Resource Sales area.
  - Is the room large enough? Is it in a centrally located place where participants will pass frequently?
  - Determine the number and size of tables available and if cloths and skirts will be provided. If not, are funds available to purchase inexpensive table coverings?
  - Are there sufficient electrical outlets in the room? You may want to bring a CD player or tape recorder to play materials promoting *Response* and other resources.
  - Can promotional materials be hung on the walls? If so, what kind of tape or putty may be used?
  - Is it possible to advertise the Resource Room in various locations throughout the hotel/building/campus?
  - Use the overall theme for the event/meeting or select a theme for the Resource Room.

5. Conference SPRs should consider contact District SPRs and requesting their assistance in setting up the Resource Room and selling the resources, and closing and packing the materials to be returned to the Mission Resource Center. Prior to the meeting, schedule blocks of time for persons who have volunteered to work in the Resource Room. It is important that the Resource Room be open at appropriate times during the event.
6. Before the event, make arrangements with the Treasurer to secure funds to make change, to handle the sales receipts, and to add total receipts at the end of the event. The Treasurer must be included as a constant part of the Resource Room. See, "Working with the Treasurer on Consignment Orders."
7. Arrange for several volunteers to arrive early to help set up the area, unpack, price, and display the materials. If you are unable to get into the room to set up ahead of time, let the customers know exactly when you will be ready to open for sales. When opening and unpacking materials from the Mission Resource Center, complete an inventory of received items on the Packing List that is in Box #1 of each shipment. Make careful notes as to what you did not receive and note if there are differences in what you received and what the packing list indicates. Also, please document any damaged material that is received, and notify the Mission Resource Center immediately for directions on making a claim with the carrier. If you have questions about your shipment, call the Mission Resource Center at 800 305-9857 and ask for a Consignment Specialist.

# Working Together – Treasurer and SPR Consignment Orders

SPRs and Treasurers must work together on consignment order accounts. The Treasurer is included as a constant part of the Resource Room, as the SPR is not bonded to handle the receipts for an event. All monies from an event should be turned over to the Treasurer for remittance to the Mission Resource Center. Following an event, consignment orders are reconciled and final charges assessed at the Mission Resource Center.

Please remit checks/credit cards accepted for sales to the Mission Resource Center within **one week** after the date of the event in the envelope included with the consignment shipment. Please do not send cash to MRC. After the returns are reconciled at the Mission Resource Center and the return shipping charges are added, the difference will be billed to the Conference or District Treasurer. Any money collected beyond the bill total (profit), will go to the Women's Division to help cover the cost of the Mission Resource Center and resources. Please note that, in addition to the Treasurer, the Business Manager of the Cooperative Schools of Christian Mission can be billed for Consignment Orders.

- **Before an Event:** The Treasurer will provide the SPR with petty cash (bills/coins). The amount depends on the size of the event. The Treasurer will provide additional small bills and coins as needed for change during the event. The Conference or District should provide one or two metal cash boxes and a calculator. Check with your state tax office on whether or not state taxes must be paid on resource sales. Please remit those taxes directly to the taxing entity. **Do NOT send sales tax monies to Mission Resource Center** *except for Texas residents* (see special calculation section of the Consignment Form Accounting Form for submitting Texas Sales Tax).
- **End of Each Day:** The Treasurer will receive the monies from the sales. The Treasurer and SPR should tally the cash and checks together. The following form may be used to account for Daily Activity. Duplicate as necessary. The SPR will keep petty cash for the next day and give all other monies to the Treasurer, keeping a record of the amount turned over to the Treasurer.
- **End of the Event:** Treasurers will receive all monies from Resource Room sales and provide a check to cover total cash sales. If Customers have placed orders for materials, forward those orders along with the appropriate pre-payment immediately to the Mission Resource Center for fulfillment.

As noted above, monies should be forwarded to the Mission Resource Center to arrive within **one week** after the event date using the Consignment Accounting Form.

Again, any money collected beyond the final bill total (profit), will go to the Women's Division to help cover the cost of the Mission Resource Center and resources.

Included with your shipment are return shipping labels for you to use when returning your unused consignment items via UPS. Please use these labels so as to ensure that the materials are delivered to the Mission Resource Center. Any unused labels should be returned to Mission Resource Center in Box #1 of your return, along with your reconciled Pack List.

Settle the Account: All forms required to settle your open account at the Mission Resource Center can be found in the Guidelines and Forms for Processing Consignment Orders packet (Green 9x12 envelope found in Box #1). Items returned for credit should be carefully packed and shipped to arrive at the Mission Resource Center within 30 days after the event date.

After the unused resources are received at the Mission Resource Center and have been reconciled, you will receive a final bill, which reflects the balance owed on your account. This invoice will include the shipping costs incurred from UPS for the return of your unsold resources. If there is a discrepancy, the SPR and the Treasurer should work together for a resolution.

**Note:** *The Mission Resource Center is the fulfillment and distribution center of the Women's Division.*

Customer: \_\_\_\_\_

ORDER #: \_\_\_\_\_

### CONSIGNMENT ACCOUNTING FORM 2008—Return this copy to MRC

You must return the remittance for total sales along with this form to the Mission Resource Center, attention Accounts Receivable, within **one** week after the close of the event/meeting. Mail the form in the enclosed envelope.

CONFERENCE/DISTRICT \_\_\_\_\_

DATE OF MEETING \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

PERSON WHO ORDERED RESOURCES \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

TREASURER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_



**MONEY FOR MATERIAL SOLD** (No Cash Please) \$ \_\_\_\_\_

# OF ORDERS ATTACHED \_\_\_\_\_

**MONEY FOR ORDERS TAKEN** (No Cash Please) \$ \_\_\_\_\_

**TOTAL \$ ENCLOSED** \$ \_\_\_\_\_

# CHECKS ENCLOSED \_\_\_\_\_ # MONEY ORDERS ENCLOSED \_\_\_\_\_

**NOTICE – TEXAS Residents Only:** Unless tax-exempt number is added to order, Texas State law requires us to collect **Sales Tax**.

Tax exempt Number: \_\_\_\_\_

**TOTAL TAXABLE SALES** \$ \_\_\_\_\_

Texas Residents add **Sales Tax** for **TAXABLE** Sales + \_\_\_\_\_

**TOTAL SALES TAX DUE** (Please include this amount in separate check) \$ \_\_\_\_\_

**MAKE CHECK OR MONEY ORDER PAYABLE TO "MISSION RESOURCE CENTER"**

Number of Cartons returned \_\_\_\_\_ Number of Tubes \_\_\_\_\_ Date Shipped \_\_\_\_\_

Method of Shipment: UPS \_\_\_\_\_ USPS \_\_\_\_\_ FedEX \_\_\_\_\_

Person returning the material \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

Remarks:

# Guidelines for Ordering and Handling Consignments

1. The SPR or her designee should order all materials for the event. Arrange to have a designated person receive the shipment, account for the number of boxes received, and secure the shipment until the event.
2. Orders must be placed four to six weeks ahead of the date you need the materials. *Place separate consignment orders for separate events.* **NOTE:** Mission study materials for Schools of Christian Mission should be made available to persons who have registered to take the studies. Contact the School Registrar to find out the number of study leaders for each study and the number of students expected in each class. These numbers should give you a reasonably accurate figure of the total resources needed for the study materials.
3. Two copies of the Reading Program books may be ordered for each event (if inventory levels permit—there are 63 Conferences and over 400 Districts, each of which may be holding events at the same time!). However, if there is a special need regarding a book, talk with the Mission Resource Center Consignment Specialist.
4. Note that the Mission Resource Center pays outgoing shipping costs on consignment orders for Conferences and Districts, unless the orders are received within 14 days of the event. Within this time period, any expedited shipping expense required to meet the event date will be charged to the Conference/District account, and will be included as part of the final reconciliation of the account. This policy also applies to supplemental orders placed for the event.
5. The Conference/District is responsible for costs incurred to return unsold items to Mission Resource Center. No “Free” items are to be returned.
6. Do not mark prices on items. Use “stickies” or other media that can be safely removed from the item. If the item is damaged by pricing or exhibit, we must consider it “sold” and the Conference/District will be charged for the item.
7. Save the packing material and boxes for your returns, unless packing material is damaged, in which case you should use new packing materials for the return shipment.
8. Following is an example of the Consignment Order Data Sheet. Please write legibly.

# ORDER DATA SHEET

DATE OF ORDER \_\_\_\_\_

DATE OF EVENT(S) \_\_\_\_\_

ANTICIPATED ATTENDANCE \_\_\_\_\_

DATE NEEDED \_\_\_\_\_

NAME of DISTRICT or CONFERENCE \_\_\_\_\_

TYPE OF EVENT **Check one: Conference Event** \_\_\_\_\_ **District Event** \_\_\_\_\_

If event is a School of Christian Mission, please check whether it is sponsored by: \_\_\_\_\_ Cooperative School  
\_\_\_\_\_ United Methodist Women

1. Be specific about the date and the address(es) where the consignment order is to be sent. Arrange to have a designated person receive the shipment, account for the number of boxes received, and secure the shipment until the event.
2. Original orders must be placed by fax or mail. Supplement orders are intended for ordering new items or items inadvertently left off the original order. When ordering supplement orders, please provide the **ORDER NUMBER** assigned to the original order. Supplement orders may be placed by **FAX 214-630-0079**.
3. **Consignment orders must be received by the Mission Resource Center four to six weeks prior to the date you want to receive them.** This policy helps us manage our inventory and returns in an efficient manner and enables us to plan our order flow to ship the majority of orders complete. If items are not available to ship with the consignment order, items will be sent if they arrive in time for your meeting. The Mission Resource Center pays shipping costs on consignment orders for Conferences and Districts, unless the orders are received within 14 days of the event. Within this time period, any expedited shipping expense required to meet the event date will be charged to the Conference/District account, and will be included as part of the final reconciliation of the account. This policy also applies to supplemental orders placed for the event.

**If the address of your subsequent event(s) differs, please supply all addresses to insure delivery of back orders.**

**SHIP TO:** \_\_\_\_\_  
ATTENTION: \_\_\_\_\_  
(Person to Receive the shipment)  
ADDRESS \_\_\_\_\_  
(Street address needed for UPS delivery)  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
EVENT SITE TELEPHONE NO. \_\_\_\_\_



**ORDERED BY:** \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ E-Mail \_\_\_\_\_

**BILL TO: NAME of TREASURER:** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ E-Mail \_\_\_\_\_

**Send order to** — Mission Resource Center, 1221 Profit Drive, Dallas, TX 75247-3919, FAX 214-630-0079

# Returns Policy

## Consignment Orders

Unsold items should be received by the Mission Resource Center within 30 days after the event date. If a second event will occur within **six weeks** of the first event, the SPR can arrange in advance with the Consignment Specialist to keep the items for that event. Should this occur, the remittance for total sales at the first event and the Consignment Accounting Form should be returned to the Mission Resource Center within **one week** after the first event date, to be credited to the customer's account, along with a detailed list of all unsold items being held over. Any supplemental consignment orders necessary for the second event within the 6-week window will be assigned a supplemental order number, and remittance for the second event's total sales, along with all unsold items and the Consignment Accounting Form, should be returned to the Mission Resource Center within **one week** after the close of the second event/meeting.

Unsold items from a Conference event cannot be transferred to a District event. The District may **purchase** unsold items from the Conference, and the Conference will remit the appropriate payments to Mission Resource Center. However, any purchased items that remain unsold CANNOT be returned to Mission Resource Center. Under no circumstances should unsold materials from a District event be taken to a Conference event.

If the items do not arrive at Mission Resource Center within 30 days of the event date, the Conference/District will be invoiced for the amount of the entire order. Should you have questions or concerns regarding the return of your unsold items, please call Mission Resource Center at 800 305-9857 and speak with a Consignment Specialist.

To receive credit on Consignment Orders, unsold merchandise must be returned in good condition. Pack the items with care. Again, DO NOT return free materials. Pack boxes to capacity to reduce the possibility of damage during shipment. The Mission Resource Center does not pack boxes weighing over 25 pounds.

When possible, ship returns via United Parcel Service. UPS automatically insures each carton, and the shipments are easy to trace.

# The Resource Room

Our goal is to make the display and sale of our Resources as easy as possible while providing a comfortable space in which attendees can browse, and purchase goods that help them in their work in mission as United Methodist Women. Think about **your** favorite store. What makes it fun to shop there? Why is it comfortable? What makes it inviting?

What is the Resource Room and why does it exist?

- It is the space used to display selected and organized materials for study and sales. We want to help others discover what resources are available for study and growth. Also, we want to demonstrate the use of resources as a means to stimulate learning, exploration, and involvement.

What are essential qualifications for the task?

- Stamina and several helpers
- Personal knowledge and enthusiasm for the resources
- Spirit of experimentation...try a new way
- Planning ahead...be familiar with your resources and your audience
- Knowledge of the process for securing necessary resources

Careful planning around the “givens” of:

- Physical space
- Time for set-up and attractive arrangement
- Periods of operation
- Breakdown of display and careful packing of any materials for return
- Delivery of cartons of leftovers to UPS

Where do we set up?

- Try for a large room — with some “elbow” room where people can browse and determine their resource needs.
- Be sure the space can be locked or secured by a security service when not in operation.

How to divide the space?

- Booths or sections highlighting the spiritual growth study, mission studies (and all assorted theme materials), issue-oriented materials, organizational pieces, officer handbooks, finance, etc.

We might use the Five Senses to make the Resource Room attractive for browsers and shoppers.

- **See** – Up, down, and all around—use color as much as possible in banners, flags, maps, posters, balloons, and mobiles. Use cloths or crepe paper for table coverings.
- **Hear** - Wind chimes, bells, music – play a cassette, record, or cd.
- **Feel** – Woodcarvings, cloth textures, artifacts, fresh or artificial flowers, clothing, and other items of other cultures.
- **Smell** – While we should use sparingly due to possible allergies, think about light spices, incense, and/or potpourri.
- **Taste** – Although your aim is not to host a party with cups, drinks, etc., a simple snack featuring food items from the geographic study can be effective.

What to use for “props” and added touches?

- Try boxes covered with colorful cloth; pictures salvaged from magazines; string and odd shaped art paper for mobiles.

How to encourage traffic in the Resource Room

- Place signage in as many places as allowed - along sidewalks between meeting places, in corridors, or in classrooms.
- Personal, enthusiastic announcements at times approved by the school or workshop committee
- Tasteful skits (parody popular TV ads, movies, or events common to your area) on platform during “general” time, at mealtimes, or wherever people congregate or wait in line.
- Autographs –is one of the authors of a study attending your event? Host a book signing! Invite the author to say a few words about what inspired her/him and then sign purchased copies of the book. You might consider providing beverage/snacks for this special event.

# FORMS

Following are examples of the Consignment forms. Do not use these for ordering, as new items will be added as they become available.

**—ORDER FORM—  
2008 CONSIGNMENTS**

STOCK #	QTY	TITLE OR DESCRIPTION ANY BACKORDERED ITEMS WILL BE SHIPPED IF AVAILABLE IN TIME FOR YOUR MEETING.	UNIT PRICE
		<b>—SPIRITUAL GROWTH STUDY—</b>	
M3023		I believe in Jesus	7.00
M3040		Prayer Calendar 2009	11.00
		<b>—GLOBALIZATION—</b>	
3725		The Big G Mission Study on Globalization: Youth Book with Leader's Guide	6.00
		<b>—MISSION STUDIES—</b>	
M3015		Giving Our Hearts Away: Native American Survival	10.00
M5019		Desprendiendonos de Nuestros Corazones (Giving Our Hearts Away - Spanish)	Free
M5018		Giving Our Hearts Away: Native American Survival (Korean)	Free
		<b>— MEMBERSHIP MATERIALS, UNITED METHODIST WOMEN —</b>	
		<b>ENGLISH LANGUAGE:</b>	
M3031		United Methodist Women Handbook 2009-2012 (Wire-O Bound)	17.00
M3039		Date Book 2009	1.00
		<b>SPANISH LANGUAGE:</b>	
M3033		Manual de las Mujeres Metodistas Unidas 2009-2012 (UMW Handbook) (Wire-O Bound) – Spanish	17.00
		<b>KOREAN LANGUAGE:</b>	
M3035		United Methodist Women Handbook 2009-2012 (Wire-O Bound) – Korean	17.00
		<b>—RESOURCES FOR PROGRAMMING—</b>	
		<b>ENGLISH LANGUAGE:</b>	
M3029		Who's at the Table? 2009 Program Book	7.00
		<b>SPANISH LANGUAGE:</b>	
M3014		Spanish – Program Book 2008: ¡Anuncia Nuevas de Gozo!	5.00
		<b>KOREAN LANGUAGE:</b>	
2583		Korean – Mission: Responding to God's Grace	.50
		<b>—PINS and SEALS—</b>	
3832		United Methodist Women Membership Pin (Gold plate)	6.50
		<b>—PERSONAL GROWTH &amp; WORSHIP RESOURCES—</b>	
		<b>ENGLISH LANGUAGE:</b>	
3849		Retreats: An Introductory Manual Revised 2004 Version	4.50
		<b>SPANISH LANGUAGE:</b>	
3814		Spanish – Testimoniando Nuestra Conversion – Acting Out Our Conversion – includes study guide	1.00
		<b>KOREAN LANGUAGE:</b>	
3665		Korean 성서 속의 어린이들 Children of the Bible	7.00
		<b>—SPECIAL ISSUES AND CONCERNS—</b>	
		<b>ENGLISH LANGUAGE:</b>	
3666		Social Principles	2.00
		<b>—HISTORY—</b>	
M3011		Traditional Beliefs	5.00
		<b>SPANISH LANGUAGE:</b>	
3694		Spanish – Traditional Beliefs of United Methodists – Creencias Tradicionales Metodistas Unidas	3.00
		<b>KOREAN LANGUAGE:</b>	
3695		Korean 연합감리교회의 전통 신앙 Traditional Beliefs of United Methodists	3.00
		<b>CDs and Videos Available for Ordering</b>	
3635		A Century in Mission	35.00
2565		Global Praise 1	12.95



**FREE MATERIALS**

Please order **Free Materials** for 25% of projected attendees. Thank you.

STOCK #	QTY	FREE MATERIALS
		<b>ENGLISH LANGUAGE</b>
M5011		2008 Mission Resource Center Catalog
M5025		2009 Reading Program Catalog (descriptions)
M5005		Charter for Racial Justice

**- ORDER FORM -  
2009 READING PROGRAM BOOKS**

NAME of DISTRICT or CONFERENCE \_\_\_\_\_

SHIP TO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_  
(Person to Receive the shipment)

ADDRESS \_\_\_\_\_  
(Street address needed for UPS delivery)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

EVENT SITE TELEPHONE NO. \_\_\_\_\_

**Note:** Only two copies of each title may be ordered for each event. For special requests, please contact Mission Resource Center. Prices and availability are subject to change by publishers without advance notice to Mission Resource Center. If a price changes, your packing list and/or invoice will reflect it.

STOCK #	QTY	TITLE OR DESCRIPTION	RETAIL PRICE	AMOUNT
		<b>-EDUCATION FOR MISSION-</b>		
R5007-2009-12		Creating a Habitat for Humanity	10.00	
R5036-2009-12		Greatest Gift, The	21.95	
R5005-2009-12		Let the Children Give Time, Talents, Love	13.00	
R5023-2009-12		Lifting Up Hope, Living Out Justice	17.95	
R5002-2009-12		Many Faces, One Church	15.00	
R5034-2009-12		Send Me -The Story of Saikhehatchio	16.00	
R5033-2009-12		Three Cups of Tea	15.00	
		<b>-NURTURING FOR COMMUNITY-</b>		
R5012-2009-12		Acts of Faith	13.00	
R5028-2009-12		Amish Grace	24.95	
R5008-2009-12		Crisis In The Village	15.00	
R5010-2009-12		Faith & Fitness - Diet and Exercise for a Better World	14.99	
R5024-2009-12		Here If You Need Me: A True Story	13.99	
R5040-2009-12		Recovering the Sacred	18.00	
R5050-2009-12		Who Stole My Church?	21.99	
		<b>-SOCIAL ACTION-</b>		
R5035-2009-12		51% Minority, The	24.95	
R5027-2009-12		Blessed Are The Pacifists	11.99	
R5001-2009-12		Confronting the Controversies	11.00	
R5014-2009-12		Energy: Use Less, Save More	7.95	
R5016-2009-12		Reduce, Reuse, Recycle	7.95	
R5011-2009-12		They Take Our Jobs!	14.00	
R5044-2009-12		William Wilberforce	18.00	
		<b>-SPIRITUAL GROWTH-</b>		
R5004-2009-12		A Perfect Love	12.00	
R5025-2009-12		Gift of Change, The	13.95	
R5041-2009-12		Holy Stuff of Life: Stories, Poems, and Prayers	15.00	
R5042-2009-12		Inner Healing	15.00	
R5032-2009-12		Matthew-The Book of Mercy	17.95	
R5037-2009-12		Peace In The Storm	16.95	
R5009-2009-12		Sharing Food	15.00	



Customer: \_\_\_\_\_

ORDER #: \_\_\_\_\_

### CONSIGNMENT ACCOUNTING FORM 2008—Return this copy to MRC

You must return the remittance for total sales along with this form to the Mission Resource Center, attention Accounts Receivable, within **one** week after the close of the event/meeting. Mail the form in the enclosed envelope.

CONFERENCE/DISTRICT \_\_\_\_\_

DATE OF MEETING \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

PERSON WHO ORDERED RESOURCES \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

TREASURER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_



**MONEY FOR MATERIAL SOLD** (No Cash Please) \$ \_\_\_\_\_

# OF ORDERS ATTACHED \_\_\_\_\_

**MONEY FOR ORDERS TAKEN** (No Cash Please) \$ \_\_\_\_\_

**TOTAL \$ ENCLOSED** \$ \_\_\_\_\_

# CHECKS ENCLOSED \_\_\_\_\_ # MONEY ORDERS ENCLOSED \_\_\_\_\_

**NOTICE – TEXAS Residents Only:** Unless tax-exempt number is added to order, Texas State law requires us to collect **Sales Tax**.

Tax exempt Number: \_\_\_\_\_

**TOTAL TAXABLE SALES** \$ \_\_\_\_\_

Texas Residents add **Sales Tax** for **TAXABLE** Sales + \_\_\_\_\_

**TOTAL SALES TAX DUE** (Please include this amount in separate check) \$ \_\_\_\_\_

**MAKE CHECK OR MONEY ORDER PAYABLE TO "MISSION RESOURCE CENTER"**

Number of Cartons returned \_\_\_\_\_ Number of Tubes \_\_\_\_\_ Date Shipped \_\_\_\_\_

Method of Shipment: UPS \_\_\_\_\_ USPS \_\_\_\_\_ FedEX \_\_\_\_\_

Person returning the material \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

Remarks:

### RETURN SHIPMENT FORM 2008—Return this copy to MRC

To ensure proper handling of your returned shipment, the following procedures must be followed:  
**Complete this form and place it WITH the white PACKING LIST inside carton #1 of unsold material being returned.**  
**Print on the outside of that carton: "PACKING LIST ENCLOSED."**

TYPE OF MEETING \_\_\_\_\_

NAME OF CONFERENCE OR DISTRICT \_\_\_\_\_

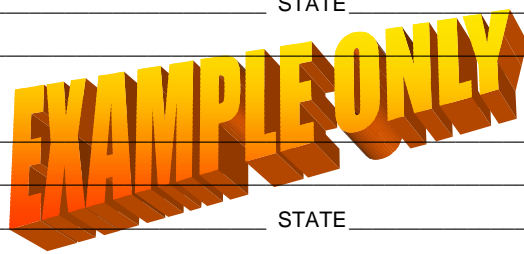
DATE OF MEETING \_\_\_\_\_

NAME OF PERSON WHO ORDERED MATERIAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_



BILLING: NAME OF TREASURER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_

Number of CARTONS being returned \_\_\_\_\_ Number of Tubes \_\_\_\_\_ Date Shipped \_\_\_\_\_

Each carton and tube numbered? \_\_\_\_\_

Method of Shipment: UPS \_\_\_\_\_ USPS \_\_\_\_\_ FedEX \_\_\_\_\_

Name of person returning the material \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_



**Insure cartons for approximate value when shipping returns. United Parcel Service includes minimum insurance automatically at no extra charge and tracking services. Cartons should weigh less than 40 lbs. When using United Parcel Service or other shipping services, check to find out weight and cost to insure cartons. The Mission Resource Center does not accept returns COD.**

REMARKS: \_\_\_\_\_

To receive credit, you must return unsold materials to the Mission Resource Center within **30 days** after the event/meeting.

