

## **PACKET: GUIDELINES AND FORMS FOR PROCESSING CONSIGNMENT ORDERS**

This packet contains your **PACKING LIST** for the current Consignment Order, and step-by-step guidelines for processing Consignment Orders.

Forms included will assist you in keeping accurate account of orders.

Prompt and careful handling of orders makes it possible for your Mission Resource Center to fill orders for mission meetings and other events.

### **Enclosed are:**

1. Guidelines for Ordering & Handling Consignment Orders
2. Guidelines for Processing Consignment Orders
3. Consignment Accounting Forms (original copy sent with remittance and file copy for your records)
4. Return Shipment Form (original copy sent with return items and file copy for your records) along with UPS Return Shipping Labels for returning unsold merchandise
5. Order Data Sheet (for event and all contact information)
6. Consignment Order Forms (including Reading Program Order Forms) -- submit to Mission Resource Center by FAX or mail
7. SPR Daily Account Tally Sheet
8. Envelope enclosed for remittance with Consignment Accounting:

Mission Resource Center  
ATTN: Consignment  
1221 Profit Drive  
Dallas, TX 75247-3919

Place the Packing List and the Return Shipment Form in one of the cartons of unsold materials being returned to the Mission Resource Center at the above address, and please mark this return box as **Box 1**.

Please number all boxes (e.g., 1 of 4, 2 of 4, 3 of 4, 4 of 4)

If you have any questions or concerns about processing your Consignment Order, please call Mission Resource Center -- 1-800-305-9857 or e-mail: [cs@missionresourcecenter.org](mailto:cs@missionresourcecenter.org)