



SPRING TIME CHECKLIST

www.edukitinc.com 866-660-8854

Get an early start!

The first step is to get the updated supply lists to us.

Complete the information sheet.

It contains data that will allow us to design a program just right for your school.

Double check the quotes for accuracy.

It is important that the quotes are accurate so that they kits will be built correctly. If there are any discrepancies, your account manager will work with you to get them corrected.

Check the order form to be sure the content is correct.

After you have approved the quotes, your account manager will design a customized order form for your school. In regards to a timeline, it is driven by your school's needs. Some schools want their order forms in-hand for Kindergarten registration. Others want them about 4 weeks prior to the last day of school.

You will be notified by e-mail when the online ordering for your school has been activated and the order forms have been shipped out.

Getting the word out

to the school community about the supply kits is the key to a successful program. You will receive materials and ideas for promoting the program. Your account manager will also be happy to help you with ideas.

Enter paper (check/cash) orders into the EduKit website.

If you are accepting paper (check/cash) orders, enter them into the "coordinator" section of the EduKit website. Attached to this checklist is an EduKit website user's guide that provides detailed instructions. It's very easy and will save you lots of time. Your account manager will be happy to give you a short tutorial to get you started, if you'd like.

Payments for your account balance are due on June 10th

if you are taking advantage of the 5% 'Early Bird' discount

Enjoy the summer!