



# planning/coordinating guide

Date/Time	Plan Description
Spring	Fax or e-mail your updated supply lists to EduKit. We will get the free price quote back to you in about 3 business days.
April	Complete the Information Sheet and return to us as soon as possible. It contains valuable information that will allow us to design a program around your needs and just right for your school. Our programs can include customized order forms, posters, online ordering and more!
April/May	Distribute the order forms to your school. They can be sent home with students and made available at school functions. Or, try placing a blurb in the school newsletter and on a school sign as a reminder to order your EduKits.
May 31	Provide your initial order to EduKit. You can make adjustments to your order as time goes on, but we need preliminary quantities from you by this date. (The earlier date of May 15 is required for year round schools requiring summer delivery)
June 10	If you will be taking advantage of the 5% discount, your payment should be postmarked by this date.
Summer	Relax and enjoy time with your kids.
Fall	Kits are delivered. You'll now get to see your kits in action.
After first day of school	If necessary, contact your Account Manager to make arrangements for us to pick up any leftover kits. Remember, we pick up extra kits and returns for free.