

Basic Information for Scrip Coordinators

Scrip Service Center - 6960 SW Sandburg Street - Tigard, OR 97223	
- Scrip Center Hotline - 503-620-5437	Order FAX Number 503-431-4080
Scrip Website Info and FORMS <u>www.ttsd.k12.or.us</u> <i>Click on Get Involved ; then on Scrip Center</i>	email address scrip@ttsd.k12.or.us

Order on Tuesdays Before Noon

1. **FAX orders to 503-431-4080 or EMAIL orders to: scrip@ttsd.k12.or.us**
ALWAYS call, email, or leave a message to confirm we received your order
2. NOTE:
 - Orders may be faxed in anytime during the week with the **cut-off time for the week on Tuesday at 12:00 PM.**
 - Weekly announcements on our website will denote any order schedule change.
3. You can also bring your order to us in person.

Pick Up Order on Thursdays 9-5 PM

1. Pick up order in Person. Authorized people on your enrollment form are the **ONLY** people that will be allowed to pick up your order. The scrip coordinator must call to add authorized people.
2. Count scrip order using the computer print out sheet in your pick up envelope.
3. Sign Out---In the sign out book you will sign the faxed copy of your Master Order Form.
4. You are responsible for your order after you have received it, signed off, and left the building.

Shipment of Orders

1. You can have your order shipped to you by Federal Express. (Print form from website)
2. Provide us with your Fed Ex Account Number and they will bill you directly. The fees range between \$8-12 depending on package weight, distance sent, and when you want it to arrive.
3. Your package will be sent out late Wednesday and you will receive it based on your preference of overnight, next day, or 2-day delivery.
4. Recipient assumes liability for shipment. Please sign and return Liability Waiver Form.

Payment & Profit

1. All banking is done electronically. You will need to provide a copy of a check from the account you use for scrip to verify the account number. A signed ACH authorization form must be on file with us in order for our bank to transfer the discount (Net) amount from your account.
2. The electronic debit is for the Net Amount (discounted total) of your order, so **YOUR PROFITS STAY IN YOUR ACCOUNT** and you can access profits immediately!
3. Deposit your checks into your account after you fax in order. If you have insufficient funds when our bank tries to make the withdrawal late on Tuesday, you will be assessed a \$15 fee.

Materials and Promotions

- Personal Order Forms = Print ready copy provided when updated; print additional off website
- Master Order Forms = Print ready copy provided when updated; print additional off website
- Order Worksheet = Available only to print from website (Updates match Personal/Master forms)
- Order Envelopes = 4 cents each---any number can be purchased. Box of 500 is \$17
- Flyers and Promotions = Many holiday flyer samples are provided throughout the year
- Computer Software = \$15 per year and includes all updates (see enclosed sheet)
- Scrip Wallets = \$3 for Orange Pack w/ elastic closure; \$5 for Black leather zippered case