



Happy Valentine's Day!

Please use **ONLY** current forms dated January 1, 2012

Yeah! 3-Day Holiday Coming Up!
 President's Day, Monday, Feb. 20th!
NO SCHOOL! NO WORK!

The Scrip Center will be closed
 that day, but fax and email remain on!

Oregon Spring Break is March 26-30th
 The Scrip Center will be closed this week!

Inclement Weather

Please check our website for information regarding the scrip program and how inclement weather may affect ordering and pick up.

Know Your Customers

Always know from who you accept checks for a scrip order. If you don't, hold their order until the check clears the bank. Do NOT take checks from anyone you do not know who may want to buy directly from your scrip inventory.

Orders are due by 12:00 NOON on Tuesdays!

As the stores impose a tight deadline on us, we cannot accept late orders. If you have a large order and are concerned about making the deadline or have trouble faxing, please call us before noon so we can work with you.

Always call to confirm that we received your order.

You can leave a message with your name, school/group and phone number where we can reach you Tuesday before noon, and we will call back IF we did NOT receive your order or if we have questions about your order.

Check the Scrip Website Weekly for Updates!


Scrip Service Center ~  ~ 503.620.5437

RECYCLE!


We recycle the manilla order envelopes. Please return them so we can give them back to you again! :-)




REVISE!

1. Add or change what is needed on your original form
2. Rework the totals so we can compare your/our totals
3. Write REVISED on the form and fax it to us again
4. CALL to confirm your Revised order was received 

~~Q~~ RETURN!

Please Order Carefully!
WE CAN NOT ACCEPT CARDS BACK! 
 Please review Return Policy

Email Us! Confirm Order!

 Scrip@ttsd.k12.or.us
 You can email us to confirm your order was received or make a comment or ask a question---be sure to leave your name and school or group name.


Scrip Website

Print Forms! Read Announcements!

1. Go to: www.ttsd.k12.or.us
2. Click on **Get Involved**
3. Click on **Scrip Center**
4. Click on what you need!



Scrip Computer Program

 It's easy! It's time-saving!
 We can email your program or send you a disk. \$15 for the entire year and includes all program updates. You can get form in office or print it off the website.