



ARTS • ATHLETICS • ACADEMICS

# 2011-2012 Step-by-Step Instructions



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## CLIP AND EARN FREE STUFF FOR YOUR SCHOOL

### Step 1: Separate and Label

Separate 1-, 5- and 10-point UPCs, beverage/sauce caps, and Bonus Certificates. Place them in paper lunch bags, envelopes or clear plastic bags. Label each bag with the total amount of UPCs and point values contained inside.

Note: Make sure the Bonus Certificate bundle is marked "Bonus Certificates" and is packed with the first box/packet of your submission.

Please do not use staples or excessive amounts of tape as these materials are not recyclable.

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### Step 2: Pack

Pack your submission in corrugated boxes or priority envelopes. If necessary to use more than one package, mark the outside with the package number and total number of packages being shipped (i.e., Box 1 of 3; Box 2 of 3; Box 3 of 3). Be sure your school's/organization's name and address are clearly marked on each submission.

Complete the **Labels for Education**® Order and Banking Form, and place the original Order and Banking Form inside Box #1 on top of contents. Include a copy of the order form in each box. Make a copy of the **Labels for Education** Order and Banking Form to keep for your records before sealing packages.

Note: Do not send the order form separately from the boxes/envelopes.

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### Step 3: Submit

Submissions may be shipped anytime throughout the year. Submissions do not qualify for an educational postage rate. C.O.D. or postage due shipments will not be accepted. Ship to the appropriate attention as follows:

#### LABELS FOR EDUCATION

806 S.E. 18th Avenue  
Grand Rapids, Minnesota 55745  
ATTN: MERCHANDISE ORDER

OR

ATTN: BANKING DEPOSIT  
(Important Note: Please spell out Minnesota in the address)  
For more information about what to save, see the complete Participating Products list at [LabelsForEducation.com](http://LabelsForEducation.com)

