

Holiday Helps!

November – December 23, 2010

UnitedScrip is committed to helping you have a successful Christmas season with your Scrip Program. We have increased our Inventory and Staff to meet the Huge Demands of the Season! Follow these simple points to maximize your program!

- ***Encourage parents to order EARLY!***
- ***Use flyers to remind parents of deadlines to avoid late orders.***
- ***Posters are available to download or purchase for \$2.50 in full color 14" X 17"(see examples below)***
 - www.unitedscrip.com/newimages/BranchLSad.gif
 - www.unitedscrip.com/newimages/Ornamentad.gif
- ***Offer gift card holders created by the children in the school, class, or team for use by parents.***
- ***Send out the Christmas letter to parents to share with employers. Available on online at the following links:***
 - www.unitedscrip.com/HolidayBusinessLetter.doc
 - www.unitedscrip.com/HolidayParentsLetter.doc
- ***Business/Group Orders should be returned and sent to UnitedScrip before December 1st to ensure special orders or special denominations are available.***
- ***Your group sales will increase dramatically. Expect sales to double or more!***
- ***You may need to increase your volunteers to handle the distribution of scrip.***
- ***You need to factor in an extra day to handle scrip. Let UnitedScrip know when your school closes for the holidays!***
- ***Gift Card carriers are available for some Retailers, but check in advance.***

PLEASE note the following items and POSSIBLE changes to the normal schedules!!!!

- ***You should expect an additional 24 hour turnaround time during the weeks from November 21st – December 24th. Plan your schedule accordingly.***
- ***If you ship to your school, please make sure your office personal know how to contact you. If your school is closing, and you have not received your order, please contact UnitedScrip **Immediately!*****

- **All phone orders will be time stamped and placed into the fulfillment schedule, by time, along with the on-line and faxed orders.**
- **When phoning orders to UnitedScrip, you must order by Id Codes, and arranged in numerical order. (211 -3, 342 - 5, 343 - 8, 531 -12, 532 - 4, etc.)**
- **When possible, orders should be submitted online via www.ourscrip.com, or by using the UnitedScrip2006 software, or ScripZone.com. **ALL orders** (Phone, On-Line, E-Mail, Fax) will receive a time stamp and will be entered for filling by this time stamp. If you Fax your order, it is very important to call to confirm that it has been received.**

Shipping Schedule

- **Orders received daily before 1 p.m. EST should expect their order to ship by 5 p.m. the following business day.**
- **Orders received after 1 p.m. will ship within 48 hours.**

Orders Placed before 1 p.m. EST	Will Ship by 5 p.m.
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

**Please be aware that every effort will be made to fill your orders ASAP!
Your patience at this busy time of year is greatly appreciated!**

UPS or Priority Mail will not guarantee shipments for next day delivery during the 3 weeks prior to Christmas. Please adjust your schedules accordingly. UPS does not delivery on the following Days:

Tuesday, Nov. 23

Normal pickup and delivery service for air and ground packages. UPS 2nd Day Air® packages picked up today will be delivered on Friday, Nov. 26.

Wednesday, Nov. 24

Normal pickup and delivery service. UPS Next Day Air® packages picked up today will be delivered on Friday, Nov. 26. UPS 2nd Day Air packages picked up today will be delivered on Monday, Nov. 29.

Thursday, Nov. 25, Thanksgiving Day

No UPS pickup or delivery service.

Friday, Nov. 26

Delivery of UPS air and international packages only. No UPS Ground pickups or deliveries today.

Thursday, Dec. 23

Normal pickup and delivery service for air, international and ground packages.
UPS Next Day Air packages picked up today will arrive on Friday, Dec. 24.
UPS 2nd Day Air packages picked up today will arrive on Monday, Dec. 27.

Friday, Dec. 24, Christmas Eve

Normal delivery service for air, international and ground packages.

Thursday, Dec. 30

Normal pickup and delivery service for air, international and ground packages.
UPS Next Day Air packages picked up today will be delivered on Friday, Dec. 31.
UPS 2nd Day Air packages picked up today will be delivered on Monday, Jan. 3.

Friday, Dec. 31, New Year's Eve

Delivery of air and international packages only. No UPS Ground pickups or deliveries.

Our Offices will be closed for the Christmas Break

- December 22nd at 12 Noon.
 - December 23rd – December 27th
 - December 31st – January 3rd Closed
 - Normal Schedule resumes January 4th, 2011
- Holiday Schedule

- Nov. 24 Closing at Noon
- Nov 25-26 Closed
- Dec. 22 Closing at Noon
- Dec 23, 24, and 27 - Closed for Holidays
- Dec 28- 30 Open till Noon, place orders by 11:30AM EDT for same day shipping
- Dec 31 - Jan. 3 Closed

Customer Service

Phone: 1.864.886.9701 To speak to a Customer Service Representative

1.864.886.9704 Fax

Visit our Website @ www.unitedscrip.com.

Groups must have a Group ID and Registered to use the Group/Family Ordering Site

www.scripzone.com

Groups must have a registered Group ID to use the sites below:

Online Ordering @ www.ourscrip.com