

Threads of Hope Remittance Slip Instructions

Remittance Slips help us to properly credit YOUR ACCOUNT!

Since your name is on the account, **ONLY YOU** should send in Remittance Slips with mailed payments and unsold products. It is up to you to include a completed Slip in **every** envelope or package you send to us. Please be thorough. Complete information is crucial to help us identify your account and apply your credits.

1) **When you are ready to make your first payment or return our unsold product**, print this document. We have provided you with two Slips per page. You will need to locate the **Consignment Invoice email** we sent you. Complete Box **A** on **both** slips with the contact information from your **Consignment Invoice**. **Please be sure to include the invoice number**. If you think you will need more than two slips to complete your project, make an extra copy. Set aside the incomplete Slips for later use.

2) **During your project**, when making a **Mid-Project Payment via check**, complete Box **B** (leaving Box **C** blank) and mail the Slip with your payment.

3) **By the Due Date on your invoice**, if **sending the Final Payment via check**, complete Box **B**. If **returning our unsold products**, complete Box **C** too. Put the check in the box with the products. (Please try to return your product in only one box.) Both the products and quantities recorded in Box **C** should match the contents of just that package.

Reviewing the fundraiser instructions will give you the final details you need to include a completed Remittance Slip with every mailed payment and returned package of unsold products.



(A) Invoice Number _____ Email Address _____
Name _____ Organization _____
Address _____
City,State,Zip _____ Phone _____

(B) Purpose for Remittance? (check one) Mid-Project Payment Final Payment
Payment Amount _____ Check/Money Order Number _____

Product _____	Qty Returned _____	Product _____	Qty Returned _____
Product _____	Qty Returned _____	Product _____	Qty Returned _____
Product _____	Qty Returned _____	Product _____	Qty Returned _____
Product _____	Qty Returned _____	Product _____	Qty Returned _____



(A) Invoice Number _____ Email Address _____
Name _____ Organization _____
Address _____
City,State,Zip _____ Phone _____

(B) Purpose for Remittance? (check one) Mid-Project Payment Final Payment
Payment Amount _____ Check/Money Order Number _____

Product _____	Qty Returned _____	Product _____	Qty Returned _____
Product _____	Qty Returned _____	Product _____	Qty Returned _____
Product _____	Qty Returned _____	Product _____	Qty Returned _____
Product _____	Qty Returned _____	Product _____	Qty Returned _____