



**ATTENTION FUNDRAISING CHAIRPERSON**

**\*\*\*PLEASE READ THESE INSTRUCTIONS FOR PROCESSING YOUR PREPACK CORRECTION WORKSHEET ON THE BACK OF THIS FORM.**

**THE FORM ON THE BACK IS DESIGNED TO HELP YOU CORRECT ANY DISCREPANCIES THAT MAY BE IN YOUR PREPACK ORDER. PLEASE MAKE EXTRA COPIES OF THE WORK SHEET TO USE, IF NEEDED.**

**PLEASE FILL OUT ALL INFORMATION ON THE BACK OF THE WORKSHEET: YOUR NAME, ACCOUNT #, SCHOOL/ORG., CONTACT NUMBER & EMAIL.**

**TRANSFER INFORMATION STUDENT BRINGS IN TO THE WORKSHEET ON THE REVERSE SIDE. DO NOT FAX EACH CHILD'S PACKING LIST.**

**THE CORRECTION WORKSHEET MUST BE FAXED OR EMAILED TO OUR OFFICE *WITHIN 5 DAYS OF YOUR DELIVERY!!!***

**PARENTS/STUDENTS MUST REPORT CORRECTIONS TO YOU WITHIN 48 HOURS FROM PICK UP OF THEIR ORDER.**

**PREPACK ADJUSTMENT DEFINITIONS:**

- 1. MISSING ITEM: A PAID FOR ITEM THAT WAS NOT INCLUDED IN YOUR ORDER (WILL BE SENT AT NO CHARGE).**
- 2. DAMAGED ITEM: WILL BE SENT AND REPLACED AT NO CHARGE.**
- 3. EXTRA ITEM: NOT ORDERED OR CHARGED. TO BE RETURNED TO MISS CHOCOLATE (NO CREDIT GIVEN).**
- 4. ITEMS TO ORDER: ADDITIONAL ITEM(S) REQUESTED, NOT LISTED ON ORIGINAL ORDER – WILL BE SENT AND CHARGED.**

**PLEASE DO NOT SEND OR FAX STUDENT'S INDIVIDUAL PACKING SLIP. PUT ALL INFORMATION ON THE WORKSHEET ON THE BACK OF THIS FORM. MAKE EXTRA COPIES IF NECESSARY. FAX: 631-777-1449 OR EMAIL THE FORM TO: [CUSTOMERSERVICE@MISSCHOCOLATE.COM](mailto:CUSTOMERSERVICE@MISSCHOCOLATE.COM)**