



discovery **toys**  
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# Completing the Customer Order Form

Discovery Toys

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## Purpose

The purpose of this document is to describe how to properly fill out a Discovery Toys customer order form at a private sales event. The order information on this form is then used to complete an on-line order using the E-clic tool on the Discovery Toys web site.

## The Discovery Toys Customer Order Form

The Discovery Toys customer order form consists of the following five sections:

The diagram shows the Discovery Toys Customer Order Form with five sections highlighted by red boxes and labeled with callout boxes:

- Toy Orders Section:** A table with columns for ITEM, QTY, DESCRIPTION, UNIT, and TOTAL.
- Customer Information Section:** Fields for CUSTOMER, DATE, E-MAIL ADDRESS, PHONE NUMBER W/AREA CODE, STREET ADDRESS, CITY, STATE, ZIP CODE, and CHILD'S NAME & BIRTHDATE.
- Payments Section:** A table with 4 lines for TOYS SELECTED, SHIPPING/HANDLING, SALES TAX, and TOTAL. Below it are payment options (CASH, CHECK, VISA, MASTERCARD, DISCOVER) and a CREDIT CARD NUMBER field.
- Consultant Contact Section:** A dashed box for CHECKS PAYABLE TO.
- Inquiry Section:** A box with the text "I WOULD LIKE TO KNOW MORE ABOUT:" and three checkboxes: BECOMING AN INDEPENDENT DT EDUCATIONAL CONSULTANT, HOSTING A DISCOVERY TOYS PARTY, and SALES, NEW PRODUCTS AND SPECIAL HOSTESS OPPORTUNITIES.







## Completing the Inquiry Section

During or after the event, ask your customers the following questions to assess their future interest in selling Discovery Toys:

- Are you interested in becoming an independent Discovery Toys Educational Consultant?
- Are you interested in hosting a Discovery Toys party?
- Are you interested in information on upcoming sales, new products, and special hosting opportunities?

Check the box or boxes in the inquiry section if the customer answers “yes” to any of these questions.

**Important Note:** Always receive permission from the customer before placing them on your mailing list.

The image shows a Discovery Toys order form. The top left features the 'dt order form' logo and the Discovery Toys logo. The top right contains fields for customer information: CUSTOMER, DATE, EMAIL ADDRESS, PHONE NUMBER (w/ AREA CODE), STREET ADDRESS, CITY, STATE, and ZIP CODE. Below this is a table for items with columns for ITEM, QTY, DESCRIPTION, UNIT, and TOTAL. To the right of the table is a summary section with four lines: LINE 1 TOYS SELECTED, LINE 2 SHIPPING/HANDLING, LINE 3 SALES TAX (with a field for % and amount), and LINE 4 TOTAL. Below the summary is a payment section with checkboxes for CASH, CHECK, and CREDIT CARD, and fields for CREDIT CARD NUMBER, CARDHOLDER NAME, EXP. DATE, and SIGNATURE. At the bottom left, there is a 'play shop earn' logo and an 'EDUCATIONAL CONSULTANT COPY' section. This section is highlighted with a red border and contains the text 'I WOULD LIKE TO KNOW MORE ABOUT:' followed by three checkboxes: 'BECOMING AN INDEPENDENT DT EDUCATIONAL CONSULTANT', 'HOSTING A DISCOVERY TOYS PARTY', and 'SALES, NEW PRODUCTS AND SPECIAL HOSTING OPPORTUNITIES'. To the right of this section is a dashed box labeled 'PLEASE MAKE CHECKS PAYABLE TO:'.

## Completing the Consultant Contact Section

Before handing the customer their receipt, make sure you write or stamp your contact information in the consultant contact section. Include the following information:

- Your name
- Phone numbers
- Email address

Tear off the bottom copy of the form and hand it to the customer as their receipt.



The image shows a 'dt order form' from Discovery Toys. The form is divided into several sections:

- Header:** 'dt order form' logo and 'discovery toys' logo.
- Customer Information:** Fields for CUSTOMER, DATE, E-MAIL ADDRESS, PHONE NUMBER WITH AREA CODE, STREET ADDRESS, CITY, STATE, ZIP CODE, and two fields for CHILD'S NAME & BIRTHDATE.
- Item Table:** A table with columns for ITEM, QTY, DESCRIPTION, UNIT, and TOTAL.
- Summary Table:** A table with four rows: LINE 1 TOYS SELECTED, LINE 2 SHIPPING/HANDLING, LINE 3 SALES TAX (with a % X field), and LINE 4 TOTAL.
- Payment Options:** 'PLEASE CHECK THE FOLLOWING' with checkboxes for CASH, CHECK, and various credit cards (VISA, M/C, DISCOVER, AMEX).
- Credit Card Information:** Fields for CREDIT CARD NUMBER, CARDHOLDER NAME, and EXP DATE.
- Signature:** A field for SIGNATURE with an 'X' mark.
- Consultant Information:** 'I WOULD LIKE TO KNOW MORE ABOUT:' with checkboxes for 'BECOMING AN INDEPENDENT DT EDUCATIONAL CONSULTANT', 'HOSTING A DISCOVERY TOYS PARTY', and 'SALES, NEW PRODUCTS AND SPECIAL HOSTESS OPPORTUNITIES'. Below this is the 'play shop earn' logo and 'EDUCATIONAL CONSULTANT COPY' text.
- Check Payment:** 'PLEASE MAKE CHECKS PAYABLE TO:' followed by a large dashed box for the payee name.

## California Tax Rates

For the current California sales tax rates, please refer to the *California State Board of Equalization* web site at: <http://www.boe.ca.gov/cgi-bin/rates.cgi>.