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Team Hadley Training: Facebook Party Training, Part 2 -May 5th, 2015

-Filling Orders

Write down orders during the party on a slip of paper for each customer, along with email address and mailing address. This has all the info needed to create invoice, pull order, create shipping label, send tracking information email

-Ctrl+F (allows you to search in any document of website)

-Square Invoices

Squareup.com

If you haven't joined Square and would like to, here is a joining code that will give you \$1000 of purchases without the 2.75%: <https://squareup.com/i/5CF887A9>

-Packaging

- Padded Envelopes
(i.e. <http://www.amazon.com/dp/B00TJ51OH0?psc=1>)
- Bag jewelry individually *(Hobby Lobby has multiple sizes and are very inexpensive with 40% off coupon, <http://shop.hobbylobby.com/products/4-x-6-self-sealing-plastic-bags-888800/>)*
- Add Invoice to package with a personal message written on it *(Personal message: Thanks for your purchases. I hope you enjoy your amazing necklace!)*
- Add business card and marketing materials *(captive audience, think about what Paparazzi packs with its jewelry each time you order)*

-Postal Scale (\$16.97 on Amazon)

http://www.amazon.com/Weighmax-Style-Postal-Mailing-W-2812-5LB/dp/B004Q79GP8/ref=pd_sbs_op_4?ie=UTF8&refRID=1W9M4GTM2WBHN9ZRS61M

-Mailing Size - First Class (13oz. and below) vs. Priority (13.1oz. and above)

-PayPal Postage (Stickers for 100 sheets \$9.50)

www.paypal.com/shipnow

http://www.amazon.com/gp/product/B001PF1BSE/ref=oh_aui_detailpage_o03_s00?ie=UTF8&psc=1

-USPS Pick Up Services

usps.com, schedule a pick-up in the left hand quick menu

-Email Tracking Info to Customers

Patty,

Your order was picked up from our house by the Post Office Monday afternoon and is in transit. You can track it by going to usps.com and entering in the following tracking number:

9400 1096 9993 7539 1712 60

Thank you for your purchase. Should there be issues or questions once you receive your package, please contact us. Lucinda earned 4 pieces of free jewelry for hosting this party, and you can too! I have a couple openings available in May for parties and am looking for hostesses. Yours would be a party just like hers. Would you like to host a party and earn free jewelry? It is so easy, I do all the work, and you just invite friends and get free jewelry. Let me know if you want to set a date for your party.