



Unpacking/Distribution Instructions:

1. Notice that every box is labeled with contents.
2. Locate ***Open me first!*** box and find:
 - Order Summary itemizing all orders placed
 - Packing Slips for students who only ordered a mug(s).
3. In each box, find student orders packaged individually by student and bagged by class. One class may be packed “loose”. Gather all loose orders together first before unpacking class bags.
4. If items are **printed in red** on a student’s packing slip, it means they are packaged separately in the same box with the exception of ceramic mugs. Ceramic mugs are all boxed together and labeled by student and class for easy identification.

We recommend that tiles, cutting boards, artist’s plates and ceramic mugs be picked up by parents because of their fragility.

Call us with any questions: 866-366-5700
Artwork is kept on file for future ordering.

Thank you!