

# KEY INFORMATION

*needed to process*

## CREDITS, PICK UPS AND SPECIAL ORDERS

### SPECIAL ORDERS

- SCHOOL ACCOUNT NUMBER
- ITEM NUMBER
- HOW MANY CASES NEEDED
- SERVING DATE IF NEEDED BY A SPECIFIC DATE

### CREDITS

- SCHOOL ACCOUNT NUMBER
- ITEM NUMBER OF DAMAGED PRODUCT
- PHOTO OF DAMAGED PRODUCT AND THE PRODUCT CODE
- DATE OR INVOICE FROM WHEN THE PRODUCT WAS RECEIVED

### PICK UPS

- SCHOOL ACCOUNT NUMBER
- ITEM THAT NEEDS TO BE PICKED UP AND THE QUANTITY
- THE DATE OR INVOICE FROM WHEN IT WAS RECEIVED
- REASON FOR PICK UP



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PLEASE NOTE: ALL INFORMATION LISTED IS  
NEEDED FOR YOUR EDUCATION SPECIALIST  
TO PROCESS YOUR REQUEST.