

Easy Step Instructions for Spring 2026

Step 1: Check Your Shipment

Open the paperwork box and check for the following items:

- ☐ Promotion Posters
- ☐ Extra Order Forms
- ☐ Reminder Letters
- ☐ Collection Envelopes
- ☐ Sticker Boosters & Instructions
- ☐ Prepaid Return Label & Envelope
- ☐ Instant Internet Prizes & Instructions*
- ☐ Teacher Incentive Sheets*
- ☐ Daily Prize Tracking Charts*
- ☐ Participant Packets: CW Home Catalog, Prize Brochure*, Order Form, Participant Letter
- ☐ Daily Prize Box*: Daily Prize Instructions, Collectibles (racers), Coupon Box, Coupon Drawing Prize (plush)

Step 2: Kick-off & Distribution

- Conduct a kick-off assembly and distribute participant packets (if possible).
- Promote daily with marketing materials and send reminder letters 3 days before the end date.
- Access kick-off videos and promotional ideas in the Sponsor Portal:

The Paperwork Box & Resources / Marketing Guide & Templates

Step 3: Collection Day & Preparing Orders

- Collect all order forms & payments by the deadline.
- Fill out the bottom portion of the **WHITE** forms.
- Make sure the order form contains the following information:

*Participant Name, Teacher/Coach Name, Grade/Team, Phone, Total \$ Turned In (For Chairperson Use Only), & Address**

- Use collection envelopes provided to separate forms by teacher/coach.
- Return WHITE forms to Charleston Wrap using the prepaid UPS label & envelope provided.
Yellow = Organization / Pink = Participants
- Submit late orders through the Sponsor Portal by **3/2/26**.

Step 4: Delivery

- A Charleston Wrap representative will email to arrange and confirm delivery date.
- Schedule order pick-up the day after delivery.
- Shipments will arrive via LTL or UPS:
LTL: Pallets placed inside if the door is wide and clear / **UPS:** Boxes delivered to a central location
- Delivery times vary. Ensure volunteers for pallet breakdown.
- Prizes for participants with online sales only are packed in the 'Internet Prize Box' for distribution.
- Direct to Seller: *Orders ship to the provided address / Online-only participant prizes go to the school.*

Step 5: Participant Catalog Order Boxes

- Each box contains participant details, box number, and any prizes*.
- Find the packing slip in the box or visit www.charlestonwrap.com/packslip for a copy.
- Refer parents to CW Customer Service for order issues (instructions on the box).

Step 6: Returns/Problems with Orders After Delivery

- Set up a "Returns Box" in the front office. Retain items if Charleston Wrap does not contact you within 14 days of delivery.
- Parents must contact customer service within 5 days of delivery at:
<https://charlestonwrap.freshdesk.com/support/tickets/new>
- Replacement items for paper orders will be grouped and sent back to the organization for distribution.

Step 7: Invoice/Payment

- Invoices are emailed, and payment is due within 5 days.
- If no invoice is due, profit checks are mailed on the 15th and 30th of each month after the sale ends.



custserv@charlestonwrap.com



www.charlestonwrap.com



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321 Anderson Road
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Start Shopping Online



**ALL order forms must
reach Charleston Wrap by
3/2/26**

**or they will be returned for
online submission or a refund.**



End Shopping Online