

Kids Holiday Shoppes, Inc.
52 3rd Street Yeadon, PA 19050

khs527@kidsholidayshoppes.net
office: 610-259-5300 / 855-647-9927
fax: 610-259-5302



Dear Holiday Shop Coordinator,

Welcome to the Kids Holiday Shoppe Manual! The enclosed materials will serve as your start to finish guideline on how to get through the Holiday Shoppe season and still remain sane enough to enjoy the holidays!

Enclosed in the Kids Holiday Shoppes Manual you will find the necessary materials to run a successful Holiday Shoppe for your organization; pricing labels, money envelopes and letters (if requested), posters, reorder form, price code sheet and inventory sheets.

Please review each page carefully before your merchandise arrives to ensure a smooth process with your Shoppe. Remember, your merchandise will arrive at the school on the date you select!

You will find a Box Content Sheet inside each box. Please use it to verify your received merchandise only. **Do not use the Box Content Sheets for closing inventory.**

As stated in your contract, items may not be price marked or defaced in any way.

Our inventory sheets show the merchandise included in your Shoppe and is a great tool at the end of the inventory process. At the end of your Shoppe, please consolidate your merchandise and inventory your stock - be sure to include reorders.

***You are responsible for inventorying your Shoppe before it is returned.
Please make sure to return all gift bags.***

Also enclosed in this packet is a label titled, ***"LOOK" Inventory Sheet Enclosed.*** When your Shoppe is over, please affix this label to the box containing the completed inventory sheets and call our office number to schedule a pick up.

If you have any questions, please don't hesitate to contact my office. We are more than happy to assist you and are excited to work with you!

Sincerely,

Kids Holiday Shoppes

Prior to Delivery of Your Shoppe

- Holiday Shoppes usually run 3-5 days, depending on the group size
- We deliver Holiday Shoppe merchandise on the date you choose
- Make arrangements with the school to have space available for your Holiday Shoppe; be sure the merchandise is secured nightly
- You will receive posters advertising your sale to the students; display them around school prior to starting date
- It is important to tell everyone you can about the program
 - The School Board Meeting
 - The School's Open House
 - PTA/PTO General Meeting
 - Teacher/Staff Meeting
 - Monthly Menu & School Newsletter
 - School District Calendar
- A Holiday Shoppe letter and money envelopes should be sent home to parents at least one week prior to the holiday shoppe (requested letters and/or envelopes included in this mailing)
- Give each student a money envelope so their parent/guardian may fill in the amount to be spent in each category
- Be sure to arrange for a buying time for each classroom



When Your Holiday Shoppe Arrives

- Enlist the services of as many people as you can!
- Box Contents Sheets are enclosed in each of your boxes. Please use them to verify your received merchandise.
- Inventory Sheets are enclosed in the manual. Please mark any discrepancies on the inventory sheets and call our office number to let us know.
- Prices listed are your cost to Kids Holiday Shoppes, Inc. Invoices are based on these costs. A profit guide is included for your convenience.
- Be sure to have enough table space for counting student purchases and handling money and change. We suggest you display items per table as they are separated on your inventory sheets. ex) Women, Jewelry, Men, Children, General, and Holiday.
- Plastic table covers are provided by Kids Holiday Shoppes. Please place your pricing sticker (provided in this mailing) next to each item. ***Please do not put pricing stickers on merchandise!***
- Keep all extra merchandise in separate piles or boxes under your tables directly below the item for speedy restocking.
- Keep all empty merchandise cartons for your returns
- Bags of varying sizes are included in your last box of merchandise. ***Please return all unused bags at the end of your Holiday Shoppe.***
- Twenty dollars in small bills and change is suggested at the start of each day of your sale. Count your money at the end of each day.
- If you run out of an item – you can place a re-order or suggest another item if you won't be restocking. Remember to place your re-order before 2:30pm for guaranteed next day delivery!
- When placing a re-order, use the item name and/or number to speed up the process. Please note that re-order quantities shouldn't be larger than the original amount received.



ATTENTION!



Holiday Reorders!

**Fax or Call Reorders by
2:30pm to guarantee
Next Day Delivery!
Fax# 610-259-5302**

***ONLY ONE REORDER WILL
BE ACCEPTED PER DAY!***



***For questions, please call:
office 610-259-5300
toll free 855-647-9927***

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FAST FAX RAPID RE-ORDER SHEET

For guaranteed next morning delivery, we must receive your order by 2:30 pm

School Name _____

City _____ Tel # _____

Contact _____ Home Phone _____

Please send the following 'Kids Holiday Shoppes' items:

Item #	Description	Quantity

Be sure to keep the original; make copies as necessary

Kids Holiday Shoppes Pricing Codes

Price Code	Your Cost	Price Code	Your Cost
1	.25	17	4.00
2	.40	18	4.50
3	.50	19	4.75
4	.75	20	5.00
5	1.00	21	5.50
6	1.25	22	6.00
7	1.50	23	6.50
8	1.75	24	7.00
9	2.00	25	7.50
10	2.25	26	8.00
11	2.50	27	8.50
12	2.75	28	9.00
13	3.00	29	9.50
14	3.25	30	10.00
15	3.50	31	10.50
16	3.75	32	11.00

Each item is marked with a price code.
Change the amounts in the "Your Cost" column
to reflect what you will charge the students.

Keep the revised Price Code Sheet at your
pay station for ease of merchandise checkout.

Do not price mark the merchandise in any way.

If you have any questions, please call
610-259-5300 or 855-647-9927.



HAPPY HOLIDAYS FROM (your school name here)

OUR SCHOOL IS SPONSORING A HOLIDAY BAZAAR
"YOUR DATES GO HERE"

**A HOLIDAY BAZAAR IS WHERE THE CHILDREN
CAN BUY GIFTS FOR THE ENTIRE FAMILY,
FRIENDS AND EVEN PETS!**

EACH CHILD WILL BRING HOME A MONEY ENVELOPE.
PARENTS MAY FILL IN THE AMOUNT OF MONEY
THEIR CHILD CAN SPEND PER CATEGORY.

**WE ARE EXCITED ABOUT THIS PROGRAM. OUR BAZAAR WILL HAVE
SOMETHING FOR EVERYONE IN THE FAMILY:
SISTERS, BROTHERS, GRANDPARENTS,
MOM, DAD & EVEN THE PETS**

REMEMBER- NO PEEKING
WHEN YOUR CHILD COMES HOME WITH THE PRESENTS!

PARENTS ARE WELCOME!
COME AND SEE OUR EXCITING DISPLAY
AND PURCHASE ANY GIFTS
AFTER THE CHILDREN'S BUYING IS COMPLETE.

GIFT PRICES RANGE FROM \$1.00 TO \$12.50

**THANK YOU IN ADVANCE FOR HELPING TO MAKE
THIS AN EDUCATIONAL AND ENTERTAINING PROJECT
FOR ALL OF US.**

HAPPY HOLIDAYS FROM KIDS HOLIDAY SHOPPES
AND
YOUR SCHOOL'S HOLIDAY HELPERS



Kids Holiday Shoppes Cash Register App

Type in "Kids Holiday Shoppes" into your app store search bar and you should see our app with the KHS logo pop up

Download it for free and type in your username and password – see below for your school's login information.

If you requested a price markup on the merchandise, it will be automatically applied to the app prior to use.

USERNAME:

PASSWORD:

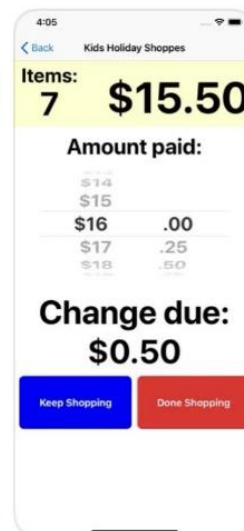
If you have any questions, please call us at 610-259-5300 (office) or 855-647-9927 (toll free).



Kids Holiday Shoppes

Education

OPEN



After the Sale Ends

- **Count the returns of each item and fill out the inventory sheets.**
All reorders (call in and faxes) should be included on these pages.
 - **Make sure inventory sheets are filled out completely**
 - **A total amount of all items sold must be listed**
 - **If you do not inventory your returns, our Kids Holiday Shoppe Elves will count your returns and these are the figures we will use to bill your school.**
- **Do not use the Box Contents Sheets for closing inventory.**
All unsold Shoppe items may be returned. Any damaged items are to be considered returns - please put them in a separate box marked 'damaged'.
- **Call our Holiday Shoppe Hotline @ 610-259-5300 or 855-647-9927 and we will arrange for the unsold merchandise to be picked up.**
 - **Consolidate the unsold merchandise**
 - **Make sure each box is packed securely**
 - **Tape boxes on all sides for safe transit**
 - **Let us know how many boxes will be returning when you call**
 - **Place inventory sheets in one of the boxes and secure the inventory label to the box**
- **Please take a moment to fill out our questionnaire page with any suggestions you feel we could implement next year.**



***Congratulations, you have just conducted a
successful Holiday Shoppe!***

Questionnaire

Thank you so much for working with us during this Holiday Shoppe season! We appreciate your business and really hope you had an enjoyable experience. We work hard to provide amazing customer service and make every year special for you and your students. Please take a few minutes to fill out this brief questionnaire so that we can continue to improve on our performance.

1. Would you add any items to the selection?

2. How was our customer service?

3. How was our delivery service?

4. What worked best about the program?

5. What would you improve?

6. Any other comments?

Thank you so much again for working with us this holiday season!

If you enjoyed our services, please like our Facebook page and leave a review!



www.facebook.com/KidsHolidayShoppes