

## GSEP Group Order Info Sheet

We now offer the opportunity to combine orders to meet the \$100 minimum for free standard shipping. Service Units or groups can start the process by emailing [Luella@gsep.org](mailto:Luella@gsep.org) with the subject line “Group Order Request.”

- The person making the request will be our Point of Contact for the Group Order.
- Request should be made at least 2 weeks prior to the requested delivery date.
- The Point Person will be issued a Control Number and an editable flyer with instructions/deadlines for ordering to share with members of their group.
- Individuals or Troops place orders by mailing [Luella@gsep.org](mailto:Luella@gsep.org) or using a JotForm with the Control Number included.
- GSEP Shops process orders individually; orders must be received prior to deadline date on flyer.
- \$100 minimum combined balance is required. Point Person is kept up to date on the status of reaching this goal.
- Orders are packaged separately for each customer with their name clearly listed on the bag; receipts will be included in each bag.
- Orders are shipped together in one package to the Point Person for distribution. There will be a listing of all orders in the box. We ship using UPS Ground Service which generally reaches every part of our footprint within 2 business days. The deadlines are set with this information taken into consideration.
- The individual customers are responsible for picking up their orders from the Point Person after the delivery date.
- Questions? Email [Luella@gsep.org](mailto:Luella@gsep.org)