

# Thank you for hosting an Alice Kathleen trunk show!



ALICE KATHLEEN  
& COMPANY

Please read the instructions below carefully for detailed information about preparing your trunk for pick-up and completing the Hostess Tally Form.

On your scheduled trunk pick-up day, **UPS will come to your home at 8:00 AM** to retrieve the trunk. All trunks ship out on Monday mornings. **You will receive an email with a UPS label to print and tape on your trunk to ship it to its next destination. If you are hosting for more than one company clothing line, please be extremely cognitive when placing your label on the trunk. Tape the box neatly and securely.** UPS asks that you **remove the previous label** from the box prior to placing the box out for retrieval. Please take care when placing the trunk box outside. Do not leave it in an area that may be affected by weather and the elements. Be sure to place it in a safe place. You are responsible for its safe return or next Hostess destination.

Prepare clothing for shipping by placing the clothes back in their original clear bags and on hangers and make sure all items are placed back in the trunk according to the number on the clothing tag

## Instructions for Packing Your Trunk

- To prepare your trunk for shipping to the next destination, please iron clothing as necessary. Place all garments back on hangers inside their original clear bags. We ask that you include (5) pieces of clothing per plastic bag.
- Place unused trunk forms, envelopes and emergency information at the **bottom of the trunk**.
- Stack clear plastic bags with clothing on top of each other, this will take time to ensure a neat and proper fit. We find it best to place hangers by alternating sides of the trunk.
- Place strong heavy-duty packing tape on the outside of the box to ensure safe travels for the trunk. Tape the top and bottom, as necessary.
- Remove any old tape and previous shipping labels prior to placing the trunk outside for 8:00 AM Monday morning UPS pick up. Tape the next destination shipping label that has been emailed to you securely and neatly on the top the trunk.

## Completing the Hostess Tally Form

We ask that you complete the Tally Form in Excel format and email it to us within three days of your show ending. Please email electronic Tally Form to: [glynnes@alicekathleen.com](mailto:glynnes@alicekathleen.com)

1. You will simply fill in each customer's information that will be taken directly from your pink working order forms. As you enter the Total dollar amount for an individual sale, you will see in red letters to the far right "TOTAL PAYMENT DOES NOT EQUAL ORDER TOTAL". This will automatically go away once you enter in the dollar amount(s) underneath the headings asking for Cash/Check or Credit amounts. The red wording will remain if the entered amounts do not equal the total you have entered. Once all of this information is input, you will see your Hostess Credit.
2. You will see a blue box on the form- this is where you will enter your **subtotal** of your personal order.
3. If you are a Louisiana Hostess, you will fill in the tax amount on your personal order.
4. Email your completed Hostess Tally Form to: [glynnes@alicekathleen.com](mailto:glynnes@alicekathleen.com)  
It's that easy! If you need help, we will be happy to assist you.

**A completed Hostess Tally Form is due to Alice Kathleen by the Wednesday after your show is over. Your trunk ships out on Monday morning and all orders must also be placed online by the Wednesday following your show. Entering orders promptly is the only way to secure stock and ensure that your customers order ships without delay.**