

# Submission Preparation Instructions



## 1-POINT VALUE



## 5-POINT VALUE



1. **Separate the following groups:**
  - a. UPCs worth 1 point each
  - b. UPCs worth 5 points each
  - c. Beverage Caps worth 1 point each
  - d. Beverage Caps worth 5 points each (V8 Splash® beverages)
  - e. Bonus Certificates
2. **UPCs:** Only place UPCs in either a paper lunch bag or an envelope. Remember to keep 1- and 5-point UPCs separate. Write the quantity of UPCs and the point value on the paper lunch bag or envelope. **Note: Do not use staples or excessive amounts of tape when preparing your UPC submissions, as these materials are not recyclable.**
3. **Beverage Caps:** Group in quantities of no more than 100. Remember to keep 1- and 5-point beverage caps separate. The beverage caps should be counted and placed in sealed clear plastic bags or paper lunch bags. Write total quantity and total point value of beverage caps on outside of clear plastic bags or paper lunch bags.
4. **Bonus Certificates:** Place in paper lunch bags or envelopes and mark "Bonus Certificates." Write total quantity and total point value of Bonus Certificates on each paper lunch bag or envelope. Pack in first box and label Box #1. **Note: Do not mail Bonus Certificates separately.**
5. **Packing:** Pack your submission in corrugated boxes. If necessary to use more than one box, mark the outside with the box number and total number of boxes being shipped (i.e., Box 1 of 3; Box 2 of 3; Box 3 of 3). Be sure your school's/organization's name and address are clearly marked on each box. Complete the **Labels for Education™** Order and Banking Form, and place the original Order and Banking Form inside Box #1 on top of contents. Include a copy of the order form in each box. Make a copy of the **Labels for Education** Order and Banking Form to keep for your records before sealing packages. **Note: Do not send the order form separately from the boxes.**
6. Submissions do not qualify for an educational postage rate. C.O.D. or postage due shipments will not be accepted. Submissions may be shipped anytime throughout the year. Ship to the appropriate attention as follows:

### **CAMPBELL'S LABELS FOR EDUCATION**

806 S.E. 18th Avenue

Grand Rapids, Minnesota 55745

ATTN: MERCHANDISE ORDER

OR

ATTN: BANKING DEPOSIT

(Important Note: Please spell out Minnesota in the address.)



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