

BEST PRACTICES FOR DISTRIBUTING CUPS

1. Take inventory of your boxes. Make sure to open each box and count each individual pack. Compare inventory with Master order form and shipping packing slip.



2. Separate inventory by team.



3. Take bags provided and write the name of each participant on the front of the bag.

BRAX provides 1 bag for every 12 packs.



4. Place individual order forms in each of the bags.

5. Volunteer picks and packs order.



6. Have participant check the order after it has been picked by volunteer to insure accuracy.

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