

## Preparing the Catalogue

### Checklist

- ✓ **Catalogues**
- ✓ **Stickers/clip-ons**
- ✓ **Customer Order/Receipt Forms**
- ✓ **Wet Weather Bags**
- ✓ **Any supplementary catalogues, brochures or special offers supplied by Homecare**

1. Write, or stamp, your first name, phone number and ID number onto the:
  - a. Customer Order/Receipt Form
  - b. Clip-on

Do not put your last name or your address anywhere on the catalogue pack.

2. Indicate the day of the week that you will be picking up the catalogue on the Catalogue Bag Insert/clip-on.
3. Attach the Customer Order Form/Receipt to the catalogue.
4. If using a sticker or clip-on, attach to the catalogue.
5. Place the prepared catalogue in a Wet Weather bag with the Catalogue Bag Insert resting at the bottom of the front cover of the catalogue.
6. Insert into the catalogue any supplemental catalogues, brochures or special offers supplied by Homecare.