



Mackenzie Heights District

Monthly Guide Store Order Program

The store site is www.thegirlguidestore.ca

- ❖ **Orders are due** to the District Purchaser by the Friday of the week following the District meeting (8 days after the meeting). Orders will be distributed at the next district meeting or by arrangement with the District Purchaser.
- ❖ Please **use the monthly guide store order form**, available on the district website, and fill it out completely so there is no confusion about what you want.
- ❖ The District will pay the shipping & handling costs on the entire order.
- ❖ **Payment to the District must be made prior to the order being released.**
- ❖ **Orders for Guider uniform pieces** should be made on a separate order from as these are not unit expenses and the unit is not responsible for paying them.
- ❖ **Don't forget the taxes!** There is 7% PST and 5% GST on everything.
- ❖ Once the District Purchaser confirms your order, be sure to give a copy of your unit order form to your unit treasurer, for payment.
- ❖ Participating in the store order program is not mandatory, but Mackenzie Heights District encourages it. Aside from the potentially significant savings in shipping & handling fees, it allows units to distribute badges more closely to the time that the girls actually complete the activities, which reinforces their sense of achievement.