

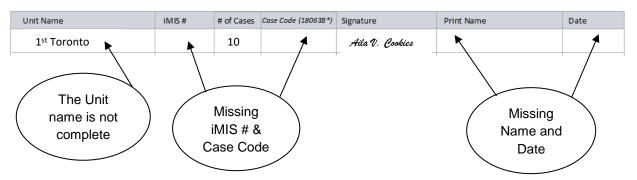
# **GIRL GUIDE COOKIES**

It's amazing what a cookie can do!

## How to fill out a Surplus Distribution Form

To ensure units are invoiced correctly for surplus cases picked up, please include the following complete, accurate information on the surplus distribution form.

#### **Incorrect**



#### **Correct**

Unit Name	iMIS#	# of Cases	Case Code (18063B*)	Signature	Print Name	Date
1st Toronto Ranger Unit	654321	10	18063B	Aila V. Cookies	Aila V. Cookies	03/30/18

**Receivers:** Please note Case Collection forms are not to be changed or altered; any changes to original orders must be processed through a <u>Unit to Unit Transfer</u>.

### **QUESTIONS?**

For any questions about surplus forms, please contact the Cookie Administrative Assistant, at 1-877-323-4545 ext. 2441 or cookie.admin@guidesontario.org