

**Cedco Calendars – Activity #1295**  
**Wal-Mart Stores**  
**Merchandising Instructions**

**STORES MUST BE COMPLETED NO LATER THAN SUNDAY, OCTOBER 31,  
2004**

**If you cannot meet this deadline CALL 1-800-350-5260 ext 408 IMMEDIATELY**

**STORE INSTRUCTIONS:**

Sign in at the front desk upon arrival

The following Cedco Calendar Sidekick Displays have been shipped to each of the Walmart Stores. It is your job to make sure they are in the Sales area of the Store!

BARBIE – PRINCESS AND THE PAUPER – 36 piece Calendar Sidekick  
UPC 0-273490-1792-6  
WALMART # 375169

RONALD REAGAN – 24 piece Calendar Sidekick  
UPC 0-273490-7149-2  
WALMART #376038

You will need to locate each display and indicate on the field form where it was located.

The “Barbie” Princess and the Pauper Calendar will most likely be located in one of the following locations:

The Stationery Department  
Near the Princess and Pauper DVD  
Toy Department  
Near (or on) the Big Calendar Rack (has multiple Calendars)

The Ronald Reagan Calendar will most likely be located in one of the following locations:

The Stationery Department  
Near (or on) the Big Calendar Rack (has multiple Calendars)

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

If you cannot find either product please check with an Associate in the **Stationery Department (Dept 3)**. Provide the Associate with the Product Reference numbers and ask them to assist you in locating the side-kick displays on the floor or in the stock room. **IF THE DISPLAYS ARE IN THE STOCK ROOM**, please ask the Stationery Associate to help you move them to the sales floor.

Complete your report form  
**Have Department Manager sign the report form**  
**Web Report & Fax your Report Form within 24 hours of visit**

## WEB REPORTING INSTRUCTIONS

### **CEDCO CALENDARS      Activity # 1295**

Please web report within 24 hours of the service date and fax the Report Form (or mail) within 24 hours of your visit. Please follow these simple instructions below for web reporting:

1. Go to The Pat Henry web-site at: [www.pathenry.com](http://www.pathenry.com)
2. Click on "CURRENT JOBS".
3. Click on "WEB REPORTING"
4. . It will then say  
INDEPENDENT CONTRACTOR LOGIN.  
Enter your vendor ID # and your zip code.  
\*\* If you are NEW and do not yet have a Vendor ID then Click on  
UNREGISTERED and follow the simple procedures – you will then be able to web  
report. See additional directive below \*\*\*
5. On the next screen, click on "CEDCO"
6. Then click Gray Button "CEDCO"
7. Complete all questions. Make sure to put your visit date in as the actual day you  
visited the store
8. After answering All Questions click the "UPDATE" Button.
6. You can then click "REVIEW" if you like and make any changes if needed.
7. **You must click "SUBMIT" to be sure your report is entered.**
8. You can then begin to enter another store, or click on "QUIT" to leave the system.

PLEASE FAX the Report Form to us at our TOLL FREE NUMBER:  
1 866-235-1037. DO NOT MAIL THE REPORT FORMS IF YOU ARE ABLE TO  
FAX THEM.

To All New Independent Contractors

PLEASE READ IF THIS IS YOUR FIRST ASSIGNMENT WITH PAT HENRY

\*\*\*If you are new and have not yet faxed in your W-9 and Independent Contractor  
Forms then please do so right away by clicking on "Current Jobs" and then on "Instructions /  
Forms"

Print both IC form and W-9 and then fill out and sign and fax in to us ASAP.

We can not pay you without these completed forms on file.

\*\*If you do not have fax capabilities, please send ALL REPORT FORMS to:

The Pat Henry Group: P O Box 17182 Cleveland, OH 44117.

Be sure to keep a copy of your report form/forms for your records.                      Thank You !

If you have any questions, please call 1-800-350-5260 ext. 408.