Fax

Phone 1-800-422-6548

1-800-552-9205

Web www.haancrafts.com
email: sewing@haancrafts.com

Mail 506 East

Haan Crafts/To-Sew 506 East Second St. • P.O. Box 268 Otterbein, IN 47970-0268



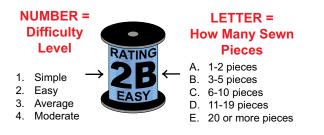
STUDENT SIGN-UP SHEET

Use this sheet to record individual orders from students. It can be mailed, FAXed or called directly to us without further summarizing.

Billing Information				Payment Preference					
NAME				Payment Enclosed P.O. Number					
ADDRESS				☐ Credit Card ☐ Bill Open Account (Schools Only)					
CITY				FILL IN FIELDS BELOW CREDIT TERMS: NET 30 DAYS					
STATE ZIP				Credit Card Information					
PHONE					mati				
E-MAIL_				VISA		MasterCard	DISC	VER	
Shipping Information (if different from above)				CREDIT CARD NU	IMDE				
				CREDIT CARD NO			\top	П	
NAME				EXPIRATION DATE /					
ADDRESS									
CITY				CARDHOLDER NAME					
STATE	Z	ZIP		CARDHOLDER AD	DRES	SS			
PHONE				CITY					
NOTE: Our full 24-page Order Form is available for free download on our web site at www.haancrafts.com				STATE		ZIP			
STUDENT'S	STUDENT	ITEM	ITEM NAME	DESIGN,	QTY	TOTAL	Check here	PA	\ID
NAME (optional)	INITIALS (optional)	NUMBER	or DESCRIPTION	COLOR or YEAR (if needed)		PRICE	for "NO STUFFING"	Cash	Check
Prices effective through Jul	v 31, 2017.	ORDER SU	B-TOTAL				Catalogs: P		
Prices effective through Jul	,	- DISCOUN	T (5% Discount if Sub-Total				addit	ional cat	alogs
See pages 94-95 of the catalogue	,	- DISCOUN + SHIPPING	T (5% Discount if Sub-Total	otal is under \$100; see pag			addit (limit 10) with	ional cat my orde	alogs er.
_	og for	- DISCOUN + SHIPPING + INDIANA	T (5% Discount if Sub-Total	otal is under \$100; see pag			addit	ional cat my orde elopes: (spec	alogs er. Please ify qty.)

Haan Crafts Skill Level Rating

We use an easy-to-follow system to rate our sewing kits for difficulty. The system uses a NUMBER to indicate the difficulty of the individual steps, followed by a LETTER to indicate the amount of sewn pieces used to complete the project. We hope that this will help you better determine which kits are appropriate for your students' skill levels, as well as the amount of class time allocated for sewing.



By this measurement, a kit rated 1-A would be the easiest project with the fewest pieces. A kit rated 4-E would be the most challenging project with the most pieces. Ratings are subjective, because some people find stuffed animals easier to construct than garments (or vice versa). Following are the criteria for the skills taken into account when devising this rating system.

NUMBER = Difficulty Level









1 Simple

A good first project for elementary students. Includes simple shapes and flat construction (the pieces have the same shape so they lie flat during construction). With Haan Crafts kits, the major pieces are precut or pre-printed. To-Sew kits include paper patterns or instructions for measuring and cutting. Stuffed projects are easy to turn right side out. The project may include turned and finished edges, and/or a casing for a drawstring.

2 Easy

A good project for beginners. Includes simple shapes and mostly flat construction, although there may be some darts. Stuffed projects are easy to turn right side out. The project may include any Level 1 skills; a casing for a drawstring or waistband; and/or applying more complex appliqué letters or shapes to the surface of the project.

3 Average

A good project for average middle school students. Includes more complex shapes, but no tight or difficult areas. The project may include any Level 1 or 2 skills; more precise matching of seams; a zipper; gathers; and/or inset pieces, such as paws or cuffs.

4 Moderate

A good project for high school students, or above-average or experienced middle school students. Includes more complex shapes. The project may include any Level 1, 2 or 3 skills; piping; one or more tight or difficult areas; and/or challenging sculpting.

LETTER = How Many Sewn Pieces

This indicates the number of pieces (including appliqués and accents) that need to be sewn to complete the kit. It does not include trims such as eyes, washers, webbing and ribbons. The higher the letter, the more sewn pieces are involved in the kit, as follows:

A-1 or 2 pieces

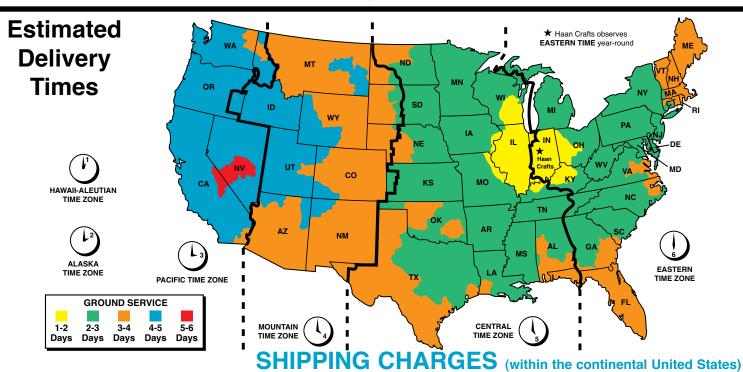
B-3 to 5 pieces

C-6 to 10 pieces

D - 11 to 19 pieces

E - 20 or more pieces

In addition to the rating system, please read the item descriptions to determine if the item is pre-cut, pre-printed or paper pattern. Pre-cut kits are very quick and easy to make. Pre-printed kits assure accuracy and are quicker to construct than paper pattern kits, which are a little more time-consuming and provide the experience of working with paper patterns.





ON ORDERS OF \$100 OR MORE!

	·	
Order Total	Shipping to Schools	Shipping to Retail
\$0.01 - \$50.00	\$5.00	\$5.00
\$50.01 - \$60.00	\$6.00	\$6.00
\$60.01 - \$70.00	\$7.00	\$7.00
\$70.01 - \$80.00	\$8.00	\$8.00
\$80.01 - \$90.00	\$9.00	\$9.00
\$90.01 - \$99.99	\$10.00	\$10.00
\$100.00 or more	FREE	\$10.00

How We Operate

Phone Orders

We are open Monday through Friday, from 8:00 to 5:00 Eastern (New York) time. Please feel free to call our toll-free number, 1-800-422-6548, during business hours. Your call will be answered by a friendly live customer service representative, not an automated voice system. Our toll-free number is there to serve you and not just for phoning orders. Use it to check on orders, find out what your account balance is, solve a problem you are having, or any other time you need to communicate with us.

It is not necessary to follow up a phone order with a written order, but if you do, please indicate clearly "CONFIRMING A TELEPHONE ORDER, do not duplicate."

We do not accept school orders over the phone from students. All transactions for school orders must be through the teacher or school personnel. See "Retail Ordering Terms" on page 95 for information about placing non-school orders.

Toll Free FAX Number

Our toll-free FAX number is 1-800-552-9205. Our FAX machine operates 24 hours a day for your convenience. Please give a return FAX number or telephone number where we can reach you in case we have questions. Since our order blank is so long, you may prefer to use a student sign-up sheet or similar list to send your order.

The FAX machine is available for any information you want to send us. We get it immediately and pay the "postage" too. Please do not use pencil or red pen when FAXing, as they often FAX too lightly to read.

School Ordering Terms

For teachers using our kits in a school we will send kits on open account, with or without a school purchase order. The kits will be sent immediately after we receive your order, along with an invoice for the amount due. In order to be eligible for open credit, the order must be sent to a teacher at a primary or secondary school.

School orders over \$300 receive a 5% discount. See "Large Order Discount" below for details.

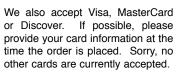
Schools in Indiana must provide a tax exempt number or pay 7% sales tax.

Payment

Please make checks and money orders payable to "Haan Crafts." You can remit one check to cover the entire invoice, or multiple

checks from students all made out

to "Haan Crafts."





VISA

Shipping and Delivery

We ship most orders through FedEx Ground delivery. This excludes international shipments and orders that fit in small envelopes, which may be sent through the post office.

Shipping is free on school orders of \$100 or more, within the continental U.S.



Shipping & Handling Rates (U.S. only)

Order Total	Shipping
\$0.01 - \$50.00	\$5.00
\$50.01 - \$60.00	\$6.00
\$60.01 - \$70.00	\$7.00
\$70.01 - \$80.00	\$8.00
\$80.01 - \$90.00	\$9.00
\$90.01 - \$99.99	\$10.00
\$100.00 or more	FREE for schools,
	or \$10 for retail

Alaska, Hawaii, Canada, and all other countries, see "Outside the Continental U.S." below.

24-hour service means we ship your order no later than the next business day. (Weekends and holidays do not count.) Actual delivery times vary with your distance from us. See the map on page 93. Please allow at least one extra day for the shipment of any orders containing fabric by the foot (which is custom-cut to your specifications).

We can send orders next day, second day or 3-day, at your request. You will be notified of the cost of faster delivery before your order is shipped.

See also "No Holiday Delivery" on page 95.

Outside the Continental U.S.

Shipping methods outside the continental U.S. vary by location. Before shipping your order, we will notify you of the various shipping options, costs, and approximate delivery times, and allow you to choose the method you prefer. Additional taxes, duties, and brokerage fees, if any, vary by location and are the responsibility of the recipient.

Haan Crafts ships orders globally, but our website is only equipped to handle orders to the United States and Canada. All other countries should contact us by phone, fax, or e-mail to place orders.

In all cases payment must be made in U.S. funds.

Reshipment Policy

It sometimes takes slightly longer than normal to have packages delivered but they almost always arrive. If your order is later than expected, please call us to find out when it was shipped. We can provide you with tracking information (when applicable) and let you know if your order is still en route, or if it has already been delivered. If it becomes necessary to reship your order, you will be billed for the original shipment and the reshipment. We will trace the original shipment, and if the shipper can't verify delivery we will credit your account for the first shipment. If they provide the name of the person who signed for it, we will tell you their name and expect you to either pay for the order or return the kits.

Catalogs

The number of catalogs automatically sent to your school in August is based on your sales during the previous school year. Although we wish we could provide one catalog for every student to take home, they are prohibitively expensive to produce and to ship. Instead, our web site is a handy resource that can substitute for catalogs (see page 95 for information). We try not to mail catalogs separately, but we will send up to 10 additional catalogs with any order, upon request.

Labels (free)

When you place your order using students' initials, we will affix a label containing the student initials and class period (as in the sample below) to every kit, at no extra charge. This makes it fast and easy to distribute the kits to your various students, especially for large orders. Before placing the order, please tell us that you would like labels, and then give class period and student initials for each project. You will also receive the invoice and a report by class period of what each student is to receive.

Sample of label

Item: **3431**

Student: RSH Period: 8

Inv: 0109858

Ordering Envelopes (free)

We will provide as many student ordering envelopes as you need for your students to place orders. Each envelope has a mini order blank with a space for the student's name. This allows you to collect envelopes without taking valuable class time. You may then place your order over the phone by reading directly from the students' envelopes, if desired, saving the time which is normally required for compiling an order.



Large Order Discount

We give an automatic 5% discount for school orders over \$300. To be eligible it must be one order at one time to one address. Late additions to a large order are not eligible for the discount.

If you want your order boxed separately by class, tell us before you begin your order. We will still give you a 5% discount on individual classroom orders that are placed together on one phone call, fax or e-mail, provided that each individual classroom order is at least \$100 and the combined total of all orders is at least \$300.

Reward Discount

Haan Crafts offers a customer rewards program as a way of thanking our loyal customers. The Reward Discount is based on the amount of your purchases over the course of a school year.

We will keep track of how much you spend throughout the entire school year, and if you spend at least \$200 with us, you will earn a 2% credit of all purchases during that time. There is no limit as to how high your credit can reach! You will receive your Reward Discount coupon in August, and you can redeem it anytime during the school year. If you did not receive your coupon, call us and we will

Please note, this Reward Discount program is in addition to the Large Order Discount. You will still automatically receive a 5% discount on any school orders of \$300 or more, as detailed in the "Large Order Discount" section on page 94.

Materials and Stuffing

tell you the amount of your discount.

For maximum convenience, Haan Crafts provides all materials needed to complete the projects

as shown, including fabric, patterns, instructions, thread, and stuffing. We use white stuffing so that light-colored projects look clean and bright.



"No Stuffing" Discount

We are proud to offer customers a money-saving option. If you do not want the stuffing, we will gladly withhold it from your order and give



you a discount, upon request. You can withhold stuffing entirely, or just from specific kits. For each bag of stuffing withheld, we will deduct the following amounts from your order total:

For each Size #1 Stuffing, deduct \$0.15 For each Size #2 Stuffing, deduct \$0.40 For each Size #4 Stuffing, deduct \$0.40 For each Size #6 Stuffing, deduct \$0.50 For each Size #11 Stuffing, deduct \$0.75 For each Size #16 Stuffing, deduct \$1.00 For each Size #20 Stuffing, deduct \$1.25 For each Size #30 Stuffing, deduct \$1.75 For each Size #48 Stuffing, deduct \$2.75

This "No Stuffing" Discount *MUST be requested* at the time of the order (written on your fax or mail order, mentioned during a phone order, or typed into the "Special Instructions" section of a website order). Once stuffing has been shipped, it cannot be returned for credit or a refund. Consult the order blank to find the stuffing size included with each kit.

Returns or Exchanges

Your satisfaction is guaranteed. Any Haan Crafts or To-Sew kit may be returned at any time before, during, or after construction and we will gladly exchange it or refund your money at your option during the same school year. There is no penalty or restocking fee of any kind.

Returns – When items are returned, a credit is issued and you can deduct that amount from one of your payments.

Exchanges – When exchanges are made, we bill you for any replacement items sent, and credit your account for returned items when we receive them. We do not recommend submitting new orders in the same package as returned kits. New orders or requests for exchange will be shipped more promptly if they are called in or mailed separately from the return, since returns are not processed daily.

When returning items, it is not necessary to return any stuffing; just return the kit itself. If a returned kit is missing significant materials (such as a notable percentage of the fabric), a refund or full refund may not be given, at our discretion. No credit is given for discontinued or closeout items, items that were purchased more than a year ago, or custom-cut fabric by the foot or yard.

Rating System

The Haan Crafts rating system uses a NUMBER to indicate the difficulty of the individual steps, followed by a LETTER to indicate the amount of sewn pieces used to complete the project. This helps you better determine which kits are appropriate for your students' skill levels, as well as the amount of class time allocated for sewing.

See page 93 for more information about our rating system, including detailed descriptions of the criteria used in each rating.

Retail Ordering Terms

Any order not placed through a school is a retail order. This includes personal orders for individuals, as well as orders for groups and organizations (such as 4-H, Boy Scouts, Girl Scouts, hospitals, nursing homes, and sewing clubs).

Retail customers may order by phone, online (at www.haancrafts.com) or from the catalog. See page 94 for shipping and handling rates. Retail orders are not eligible for free shipping or open credit. Indiana residents, add 7% sales tax.

Payment (by Visa, MasterCard, Discover, check or money order) must be received before retail orders can be shipped. No COD orders are accepted. Retail phone orders and Internet orders must use Visa, MasterCard or Discover.

Spanish Instructions (free)

Spanish-language instructions are available upon request, at no charge, for a few items. The instructions packaged with the kit will be English, but the separate Spanish instructions will be sent along with the order. Look for this symbol in the catalog:



INSTRUCCIONES EN ESPAÑOL



Spanish instructions can be requested for the following items:

313 Footballs 3128 to 3132 square Woven Pillows 531 Small Gym Bags 2441 and 3441 Boxers

Choking Hazard (▲1)

To comply with the federal government's rule, 16 CFR Part 1500 & Labeling



Requirement for Toy and Game Advertisements, Haan Crafts is required to prominently display the appropriate "Choking Hazard" warning for products, whenever necessary.

Billing Procedures

The white paper packaged with the kits is the invoice; please pay from it. If you want the school or the school district billed, please give us their billing address. An invoice copy will then be mailed directly to them. Otherwise, the invoice will be placed in the package along with the kits.

Please don't wait for statements before paying. Each invoice is due as it arrives. Further shipments will not be made to teachers or schools who are delinquent in paying invoices. If you receive the invoice but the school pays, please give the invoice to the school office so they can process payment. Most schools will not pay from statements.

Electronic billing available. To receive invoices and statements via e-mail, just send your account number (or customer name and address) to billing@haancrafts.com, using the desired e-mail address.

No Holiday Delivery

Our shipping department closes in late December in order to perform a comprehensive year-end inventory. This causes significant shipment delays between December 20th and January 5th. Because most schools are not in session during the holidays, this is a time-frame that does not affect the majority of our customers. If you need your kits to arrive over the holidays or early in the new year, please order in plenty of time before Christmas, so that we can ship your kits before we shut down for inventory. We apologize for any inconvenience this causes.

Website

Our website (www.haancrafts.com) is a very helpful resource for our teachers and customers. A few of the benefits and advantages of our site include:

- Use it to place orders 24 hours a day (and use Quick Order to order with student initials).
- View or download our complete catalog and order form, by going to About Us: Catalog.
- Check up-to-the-minute product availability, with the *Products: Out Of Stock* page.
 Find items and closeouts that are only
- available on the web, on *The Discount Page*.

 Download our Pillow Contest Entry Form (see
- Download our Pillow Contest Entry Form (see Products: Design-A-Pillow Contest).

 Toachers greate an online Username to
- Teachers, create an online Username for teacher privileges. (See Need Help Logging In? on the home page for more information.)

After setting up your Username and Password, record them here:

Username=	
Password =	



NOVELTY AND FUN PRINT PILLOWS

page 16-17

HAAN CRAFTS, LLC • TO-SEW 506 East Second Street P.O. Box 268 Otterbein, IN 47970-0268

PRSRT STD U.S. POSTAGE **PAID** HAAN CRAFTS, LLC

Warranty

Your satisfaction is guaranteed. Any Haan Crafts or To-Sew kit may be returned any time before, during or after construction and we will gladly exchange it or refund your money at your option during the same school year. Call toll free: 1-800-422-6548
Fax toll free: 1-800-552-9205
Local phone: 1-765-583-4496

Sciences catalog at

1-800-558-9595.

Website: www.haancrafts.com
E-mail: sewing@haancrafts.com

