

## Miscellaneous MyMiche information

**WEB or eCommerce Orders (Orders placed Online or via the Internet):** The rep is responsible for checking her MyMiche site's business center for new web orders daily. When you see a new web order, send Terry ([terrymacrae@gmail.com](mailto:terrymacrae@gmail.com)) and Barb ([lugn19@aol.com](mailto:lugn19@aol.com)) an email, notifying them of your new web order and the customer's name. They will print the packing list and fulfill (pack and ship) the order for you.

### Gift Certificates:

Gift certificates are issued by the Distributor. If a customer pays for one, you collect the money and contact Terry MacRae ([terrymacrae@gmail.com](mailto:terrymacrae@gmail.com) or 357-6797) and request that one be issued. In this case the certificate would be non-transferable and would be restricted to this distributorship (a customer has to redeem it through this distributorship) Rep will give distributor the money for that gift certificate.

Gift Certificates can be used toward hostess gifts, i.e., the free shell given to the rep at her party or the ½ priced shells (distributor promotion), as well as booking gifts. Again, contact Terry MacRae and request that one be issued to you. This certificate will be transferable and will not be restricted to the distributor's site. The distributor will not collect money for this type of gift certificate.

In both cases, an email will be sent to the rep by the distributor (or Terry) with a serial number. The Rep will enter this serial number during checkout.

**Please NOTE:** All requests for gift certificates must include the hostess' name, the customer's name, the amount of the certificate, and the reason for the certificate.

### Shipping and Handling

We are experimenting with this area and are **currently charging 4% for shipping/ handling**. This percentage could increase; we will notify you if it does. You will need this rate as you process handwritten orders at a party. The purpose of this fee is to recoup the shipping costs of product to the Colorado Springs warehouse. It's not meant to cover the cost of shipping a product to a customer.

**Important:** *MyMiche calculates the shipping and handling fee on the shipping address. When you enter the shipping information in MyMiche, you must enter the customer's name and the Rocky Mountain Warehouse address – NOT the customer's shipping address. This assures that the tax calculation is 7.4%. (See below for warehouse address.)*

### Taxes

At this time Barb is responsible for paying taxes to the State of Colorado, El Paso County, and the City of Colorado Springs. That rate is 7.4%. If a rep holds a party in another state, Barb will have to get a tax license for that state and will be obligated to pay taxes to that state.

In MyMiche the tax is calculated on the shipping address, so it's important that the shipping address be the warehouse address for all party orders

Online, out-of-state orders are not charged any tax, unless Barb or her reps have done business in one or more of those states, in which case those states will need to be added to MyMiche so that taxes will be charged.

When you're calculating handwritten orders at a party, keep in mind that **the tax is calculated on the Order amount + Shipping/Handling.**

**Warehouse address:**

Customer's Name  
424 N. Chelton Road  
Colorado Springs, CO 80901

**Be sure that the box (Bill to and ship to address are the same) is NOT checked.**

**"Different" calculations:**

Customer buys shell at half price (she's a former hostess attending a party held by someone who booked a party at hers).

Rep requested gift certificate from distributor for 50% of the price of the shell.

Shipping is calculated on the full price shell

Oakley  $\$34.95 \times 4\% = \$1.40$

Full price  $\$34.95 - \text{gift certificate amount or } 50\% = \$17.47$

Tax is calculated on the discounted priced:  $\$17.47 \times 7.4\% = \$1.78$

\$34.95 Shipping

1.40 Shipping

1.78 Tax

(17.48) Gift Certificate

**\$20.65 Order total**

## **Purchasing Product for Your Rep Kit**

One-time purchases of product for your rep kit are available at a 50% discount. You must place your order for those items through Barb's MyMiche site, using a coupon code.

1. Go to Barb's site, [http://my.michebag.com/barbara\\_clark](http://my.michebag.com/barbara_clark)
2. Click on the Purchase Product link, shop and add product to the cart and checkout.
3. In the shopping cart at checkout, click on the Redeem Gift Certificates/Coupon link and type **SHELL1150**

We will be maintaining a list of those items you've purchased for your rep kit at this discounted rate.

## **Purchase Product for Your Personal Use**

This 25% discount is for purchases of Miche product for gifts, yourself, and it applies to any/all product you've already purchased at 50% (above).

1. Go to Barb's site: [http://my.michebag.com/barbara\\_clark](http://my.michebag.com/barbara_clark)
2. Click on the Purchase Product link, shop and add product to the cart and checkout.
3. In the shopping cart at checkout, click on the Redeem Gift Certificates/Coupon link and type **DISC1125**