

Best Practices For Distributing Cups

1. Take inventory of your boxes. Make sure to open each box and count each 4-pack. Compare inventory with your Master order form and packing slip enclosed.



2. Separate inventory by team.



3. Take bags provided and write the name of each participant on the front of the bag. Spirit Cups provides 1 bag for every 12 packs.



4. Place individual order forms in each of the bags.

5. Pick and pack order.



6. Have participant check the order at pickup to insure accuracy.

SpiritCups.com

888-825-9339