
HOW TO ORDER

1. Go to <http://supplies.schoolcash.com/> and select the US flag.
2. Under New Users will create a login and password.
 - Fill in each field, accordingly and choose **School Funds Online** as your software.
3. Using the navigation to the left of the screen, select the product you would like to order.
 - As you fill in each field, a preview will appear on page 1.
4. Checks & Deposits: You will be prompted to upload a copy of a current check, deposit, or your bank's MICR sheet.
 - This will only be required for the first order and the information will remain on file for future reorders.
 - The routing and account numbers **WILL NOT** appear on page 1 preview. The numbers will be added in production.
 - Please Note, the only information on page 2 that is referenced for the order are the bank **routing and account numbers**.
5. Approve the order design and add to shopping cart.
 - Adding the order to the shopping cart does **NOT** submit the order.
 - From the shopping cart select the tab **proceed to checkout** to finalize your shipping and payment method.
6. Payment Methods: Invoice, Credit Card, and Echeck.
 - For order quotations, please email supplies@kevgroup.com
7. Optional rush fee is for production timing only.
 - For example, the order will be produced in 1-2 days VS our standard production 5-7 business days.
 - Shipping costs are separate.

FREQUENTLY ASKED QUESTIONS

Standard turnaround time is 7-10 business days.

The invoice will be emailed with the shipping notification.

Payment is due 30 days from delivery.

supplies@kevgroup.com

Phone: (800) 553-9220

Fax: (910)454-8822