

# ORDERING 101

## 5 STEPS TO FOLLOW

### 1 SUBMIT



Download our official order forms on  
[www.schooloftomorrow.ph](http://www.schooloftomorrow.ph)  
complete form and send to  
[csrl@schooloftomorrow.ph](mailto:csrl@schooloftomorrow.ph)  
or [orders@schooloftomorrow.ph](mailto:orders@schooloftomorrow.ph)

### 2 CONFIRM



Reply to the email of the route  
that will be sent by our  
CSR. Confirming your order  
means that you have agreed to  
the terms, conditions and price  
of your order

### 3 REMIT



REMIT PAYMENT by depositing it  
to our METROBANK ACCOUNT

ACCOUNT NAME:  
PACIFIC RIM EDUCATIONAL FOUNDATION, INC - SOT  
ACCOUNT NUMBER: 081-3-08151393-8  
BANK: METROBANK (BETTER LIVING BRANCH)

Email to SOT®P a copy of your deposit slip, transaction slip,  
Sales Order Number being paid and the exact amount

## 4 RECEIVE

RECEIVE YOUR ORDER through  
your preferred courier service or  
by picking it up at our  
distribution section.  
Present your proof of payment  
upon pick-up.



IN LINE WITH OUR DESIRE TO PROVIDE OUR SCHOOLS WITH FASTER  
AND EFFICIENT SERVICE IN DELIVERING ORDERS, WE HAVE  
ADDED A NEW STEP IN THE ORDERING PROCESS!

## 5 CLOSE



Closing the order procedure ensures both  
parties that the orders have been  
checked and received in full, and in  
proper condition. Closing the process  
also allows our system to avoid multiple  
open sales orders.

YOU CAN CLOSE THE ORDER PROCESS VIA TEXT MESSAGE BY TYPING CS, SPACE,  
FC, FOLLOWED BY YOUR SALES ORDER NUMBER, THEN SEND TO THE FOLLOWING MOBILE NUMBERS:

**Sun:** +63932-891-5444

**Globe:** +63917-301-1144

**Smart:** +63918-948-4244

YOU CAN CONTACT OUR CUSTOMER SERVICE REPRESENTATIVES FOR MORE DETAILS.