

Scheels Purchase and Return Instructions

If you choose to return the purchase, you MUST wait 5 hours before returning it!

- **Paychex Division: Scheels Purchase/Return**
- **Job Number: 7 Digit Number on the client's website in the left hand column "Status Job ID" for your location**
- **Please login to the client's website to obtain the guidelines and report: <http://www.intelli-shop.com/evaluator-area/login> with email address: tuning@qsispecialists.com and password: 2190epebble *(Please read the Overview below for further information before proceeding to the client's website.)***

Purchase and Return Overview:

- The chief goal of this shop is to give the Sales Expert an opportunity to assist you and make a sale. You will be assigned a specific product to inquire about (**will be displayed in the comment box on the client's form**). You will evaluate your initial impressions, the entire sales process with a Scheels Expert (blue oxford shirt) and the cashier.
- You will be assigned one of two shop types:
 - 1) Purchase a specific item, which you can return at your leisure.
 - 2) Ask about a specific item, and either purchase that item or a smaller, similar item from the same department. You can return this purchase at another time if you want.
- Note: DO NOT pay with a check. It can take up to 10 days to get a refund if you pay this way, which doesn't work out well if you need to make the return the next day.
- **You must thoroughly read all instructions and questions on the audit form prior to completing the shop. If any of the instructions and guidelines are not followed, you will NOT be paid and a re-shop will be required.**

After inputting your shop at the client's website you MUST also login back into the isecretshop.com website to enter your shop Date, Time In, Time Out, The Date you completed the Evaluation Form on the Client's website, Job Number, and Upload a copy of your purchase and return receipts. This will ensure you are paid for your shop from QSI. If you do not upload the receipts at both locations, you WILL NOT be paid for your shop in a timely manner.

If you have any questions, please email Julie Tuning at tuning@qsispecialists.com or she can be reached at (702) 891-0500 or (877) 891-0500.