

Life Startup Essentials Ordering Instructions

Please Note: Orders for this vendor must be completed using the Life Startup Essentials Custom Kit Order Form. Applicants and Service Providers should complete this process together. Please remember the total cost of the requested items, including any applicable shipping costs and taxes, cannot exceed the approved household limit. A shipping and handling fee of \$150.00 will be added to each total, and then adjusted when the order is processed.

Life Startup Essentials Contact Info: **orders@lifestartupessentials.com**

1. Download the Life Startup Essentials (LSE) Custom Kit Order Form the [Home Together Move-In Assistance Fund website](#).
2. Applicants (participants) and Service Providers should review the available items together and determine which approved items are needed for the household.
3. Using the Item Quantity section of the order form, the Service Provider will select the items being requested and indicate the desired quantities.
4. The Service Provider must ensure that quantities are accurate and appropriate for the household and the total order amount does not exceed the household's approved funding limit.
5. The Service Provider must submit the completed order form directly to orders@lifestartupessentials.com for processing **AND** upload order form when submitting the request for "Essential Household Items" in Padmission Journey.
6. Life Startup Essentials will prepare an invoice and submit it to the Home Together Move-In Assistance Fund (Abode Services) for review and approval.
7. The Home Together Move-In Assistance Fund will review the invoice and send Life Startup Essentials authorization to fulfill the order and arrange delivery of the approved items. LSE will send Service Provider the final invoice and tracking number for the order.

Reminder: Service Providers should retain a copy of the completed order form and final invoice for their records. Any modifications to an order after submission must be coordinated directly with Life Startup Essentials and may require additional review and approval by the Home Together Move-In Assistance Fund.