Process with ITTT books

Kim sends paypal invoice to family with the link to paypal

Family pays on paypal.

Email of receipt goes to Miriam

Miriam forwards receipt to Kim

Kim checks off on class list that family has paid.

Kim gives Brenna list of families in class

Brenna Mails book out with return envelop

Class instructor reminds family on last day of class to pull out return envelope and return the book and any other document in it if they want a refund.

Brenna takes book out of envelop and writes the book number on the envelope. She gives the envelope to Miriam who notifies Kim the book was returned.

Brenna cleans the book and puts in the drawer.

Kim sends paypal refund to family.