

GUIDE for Preparing & Submitting your ORDER including "Late Orders".

For: **FOODS, BULK Shipped, POST Pay**

Remind kids to turn-in ALL "Customer ORDER FORMS" on: _____; _____, _____
Determine and Explain the times and exact procedures that are best for your "situation".
Students are to return ALL copies of the "Order Forms". (Kids keep brochures. They will need during delivery.)

Order Form "TURN-IN DAY"

DAY: _____; DATE: _____, _____

Collect ALL "Customer ORDER FORMS" (Determine the best procedures for your organization.)

- GIVE "Pink" Copy to student (or parent). (Note *misprint* saying this is "Organization Copy".)
- KEEP "Yellow" Copy as your "Back-up". KEEP These. (File and store them in a safe location.)
- SEND "White" Copy (front) to Wholesale Fundraisers or Profits Unlimited.
(The White/front page will be returned to each student when they check out their pre-packed products.)

[IMPORTANT! AWARD ALL "INSTANT REWARD" Student Prizes FAST!!!]

"LATE DAY" & "MAIL YOUR ORDER DAY" (Same Day)

DATE: _____; DATE: _____, _____

1. BEFORE Mailing Please:
 - Make sure ALL Order Forms are complete, accurate, and *legible*.
 - Students with TWO or More forms; ALL their forms are stapled together.
 - Order Forms are in correct envelope by "Sub-Group" (class, period, team, etc.)
 - Order Forms are in ALPHEBETICAL Order within each 'Sub-group' envelope.
2. Mail your _____ Mail package BEFORE 'cut-off' time TODAY.
3. Deliver it today to a _____ where it will NOT sit overnight.

Submit All "LATE ORDERS"

DATES: From _____; _____, _____ THROUGH _____; _____, _____

Fax ALL 'Customer Order Forms' (front page) to Marsha Moore @ 1.800.749.9335 EACH DAY.

Make sure that (1) ALL information in upper left section of the order form is complete.
(2) Each kid's "Sub-group" (period, class, team, etc.) is noted in "Classroom" space.
(3) Information is "DARKENED". (Pencil, blue ink, etc., does not fax clearly.)

ALTERNATE: You may PHONE or E-MAIL this information to 1.800.749.9335 or Marsha@WholesaleFundraisers.com.

FYI: How we will respond to all your faxed "Late Orders".

1. IF your late order is received before we begin printing the "paperwork" used for packing and managing your order we will integrate that student's order directly into the "original" paperwork. This will result in that order being treated exactly as if we had received it with your "main order".
2. IF your late order is received after we have printed your 'paperwork' but before we submit your orders to our bakery (Note: this happens quickly) these products will be delivered with your 'main order'. A form titled "Regarding your Late Orders" will be included in the 'flap' of your "Fundraising Management System" (notebook). This outlines how to manage these orders.
3. IF your late order is received AFTER we have submitted your order via the internet we will NOT be able to add these very late orders. However, since your 'foods' products will be "Shipped to the Case" (i.e. Each product "rounded-up" to 6 identical products in each case) you should have plenty of 'extra' products delivered to you to cover these and other needs. Since additional small shipments are not available on 'heat sensitive' food products you will need to use the products on hand to fill late orders or refund your customers for these sales. (If you have already collected the money 'up-front'.)

FYI: What happens next?

Your friends at Wholesale Fundraisers, Inc., and Profits Unlimited will carefully do all your paperwork for you. This includes entering each student's order into our sophisticated, computerized "Fundraising Management Program" which we will have "customized" to your 'situation' and wishes.

Our famous "Red or Purple Notebook" (management system) will be mailed to you soon. This will show you your successful "Results". We will also include much additional information in the flaps inside. This includes your Delivery Information as well as detailed instructions (1st page) for managing the remainder of your campaign.

Each student's Order Form, along with a detailed computer-generated list of all the products needed to fill their orders, will be rushed to you with this 'Notebook'. Use these forms along with the instructions and materials regarding "Distribution" we have already provided to distribute your products and conclude your successful sale.

We will communicate your projected delivery date far in advance (see first page of notebook for your delivery details) and work with you to make arrangements for an efficient delivery and the smooth completion of your fundraiser.

CALL, E-MAIL, or FAX anytime days, nights, or weekends when you would like our help. THANKS!

MARSHA@WholesaleFundraisers.com Call & Fax, 1.800.749.9335, LEE@WholesaleFundraisers.com 1.800.329.5333, Fax 954.370.0440