

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

For: POST Pay -- NON Foods -- PRE Packed

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 these 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 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 placing your order we will integrate that student's order into the "original" paperwork IF the "sub-group" is listed in "Classroom" box. This will result in that order being treated exactly as if we 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 for shipping these late orders will be delivered with your 'main order' as a 'bulk' 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 late orders.
3. IF your late order is received too late for us to pack & ship it with your 'main order' we will treat these as if we had never seen them. A form titled "Regarding your Very Late orders" will be in the 'flap' of your "Fundraising Management System" (notebook). This outlines how to deal with these orders after your products are delivered.

FYI What happens next? Your friends at Wholesale Fundraisers & Profits Unlimited will carefully do all your paperwork for you including entering each student's order into our sophisticated, computerized "Fundraising Management Program". We have "custom-sized" it for your unique 'situation' and wishes. Our famous "Notebook" (management system) will be mailed to you soon. This will show your successful "Results". We have also included much additional information including detailed instructions (1st page) for managing the remainder of your campaign to get it finished fast. Each student's Order Form, along with a detailed computer-generated list of all products needed to fill their orders & a "Money Collection Envelope" will be rushed to our warehouse & packing plant in East Texas. There each student's order will be individually packed in boxes or bags, with their Order Forms included, individually labeled, & shipped to your location by our #1 truck line. We will communicate your projected delivery date in advance and work cooperatively 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