

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

For: PRE Pay – FOODS – BULK

Students turn-in ALL their "MONEY & ORDER FORMS" on the following "TURN-IN DAYS"

1. _____; _____, _____
2. _____; _____, _____
3. _____; _____, _____

- Determine Days and Explain the times and exact procedures that are best for your "situation".
- Students return ALL MONEY with ALL copies of the "Order Forms" (plus all brochures on last day).

Money & Order Form "TURN-IN DAYS"

On EACH "Money & Order Form Turn-In Day":

1. Collect ALL "Customer ORDER FORMS" and MONEY using 'Money Envelopes'
 - GIVE "Pink" Copy to student (or parent). (Note *misprint* saying this is "Organization Copy".)
 - KEEP "Yellow" Copy as your "Back-up". File and store these in a safe location.
 - SEND "White" Copy (front) to Profits Unlimited. (We'll return to each student with printout of products they need.)
2. CAREFULLY COUNT ALL MONEY and RECORD. (Use the "Aids" we have furnished if you find these useful.)

{IMPORTANT! If using, AWARD ALL "INSTANT REWARD" Student Prizes FAST!}

REPEAT this procedure EACH "Money Collection & Order Form Turn-Day". (Listed above)

"LATE TURN-IN DAY" & "MAIL YOUR ORDER DAY" (Same Day)

Mail Your Order DATE is: _____; _____, _____

1. BEFORE Mailing Please:
 - Make sure ALL Order Forms are complete, accurate, and legible.
 - Students with TWO or More Order Forms are stapled together.
 - Order Forms are in correct envelope by "Sub-Group" (class, period, team, etc.)
 - Order Forms are in ALPHEBETICAL Order within 'sub-group envelopes or packs.
2. Mail your 'package containing order forms BEFORE shippers 'cut-off' time TODAY.
3. Deliver it today to a post office, UPS, or FedEx shipper where it will NOT sit overnight.

Submit All "LATE ORDERS" (Note: usually 2 to 5 days only)

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 & legible.
(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.)

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

1. IF your fax is received before we begin printing the "paperwork" used for packing and managing your order we will integrate that students 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 fax 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 front 'flap' of your "Fundraising Management System" (notebook). This outlines how to manage these orders.
3. IF your fax is received AFTER we have submitted your order 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., & Profits Unlimited will carefully do all your paperwork for you. This includes entering each students 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 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 students 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 'Red Notebook' Use these forms along with the instructions and materials re "Distribution" we have already provided to distribute your products and conclude your fine 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 want our help. THANKS!

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