

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

For: **PRE PAY – BULK – NON Foods**

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

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

- Determine 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 S'kool Smartz. (They will return this to each student inside their packed products.)
2. **CAREFULLY COUNT ALL MONEY and RECORD.** (Use the "Aids" we have furnished if you find these useful.)

{IMPORTANT! 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.
2. Mail your 'Free' postage-paid _____ Mail package BEFORE 'cut-off' time that day TO:

**Marsha Moore
213 Myddelton Trace
Tallahassee, FL 32317**

Submit All "LATE ORDERS"

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

Fax ALL 'Customer Order Forms' (front page) to Marsha Moore @ 850.877.8618 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 late order is received *before we begin printing* the "paperwork" used for packing your order we will integrate those students orders into the "original" paperwork IF you write the "sub-group" (if any) in the "Classroom" box on the Order Form. That order will be treated as if we received it with your "main order".
2. IF your late order is received *after* we have printed your 'paperwork' but *before our warehouse receives* your orders for bulk shipping, these late orders will be delivered with your 'main order'. Often, but not always, they are separated into a "Separate Order" that is delivered at the same time. 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 AFTER we have submitted your order we will NOT be able to include these very late orders in your main shipment. You have Two (2) choices for dealing with them. (1) Have them shipped ASAP. Cost is 60% of 'retail' plus actual shipping (usually UPS) charges. OR (2) "Hold" these until your products are delivered. Wait up to 7 days to discover if you have other "needs". Then submit ONE "Final Order" for ALL your 'needs' within one week of the delivery of your products. We will have all these items shipped fast and invoice you at the costs listed above.

FYI: What happens next?

If you have selected our computerized "Brochure Totaling" Service your friends at Wholesale Fundraisers, Inc., and 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 located in the front and back flaps. This includes your Delivery Information as well as detailed instructions (1st page) for managing the remainder of your campaign & getting it finished fast.

Each students Order Form, along with a detailed computer-generated list of all the products needed to fill each order, will be rushed to you with this 'Notebook' Use these forms along with the instructions and materials regarding "Distribution" that 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