

Fundraising With Candle Fundraisers Check-In Form FALL 2015 – Fax to 410-630-7080
Heritage Candles

Contact Person: _____ Organization _____

Phone Number: _____ Email: _____

- 1) **Upon receiving your shipment you must sort your items and complete an accurate inventory prior to sorting by seller** to confirm what has been received. Otherwise, shortages may be due to errors in the quantities of what needed to be ordered or errors in sorting by seller. Important: For Carrier Freight deliveries, at the time of delivery, report any damaged boxes or products to the driver.
- 2) When sorting, If any products appear missing please re-check your inventory for accuracy. Boxes are weighed for 100% accuracy. Shipping errors and breakage are rare and we anticipate your order to be accurate. After completing your inventory complete the Check-In Form, and then sort by seller. Fax or email the Check-In Form only if any items are missing, extra, or broken. . Photos of any broken items must be emailed to CHFundraiser@gmail.com. If any shipping boxes were damaged in transit please include that information.
- 3) To receive replacements the Check-In Form must be completed in full, and faxed or emailed within 48 hours upon delivery. After 48 hours additional items may be purchased but requests for replacements will not be accepted. Phone calls or emails listing missing or broken items without a Check-In Form cannot be accepted. Should we receive a phone call or an email requesting replacements you will be asked to emailed a copy of the Check-In Form to complete. **Sorry, no exceptions.** Our shipping department may issue a call tag with UPS to pick up any extra items. Place any extra items back into one of the original boxes and a shipping label will be emailed to you.
- 4) **If you need to order additional items due to an error in ordering the correct number of items needed a new order may be placed. Errors due to your organization not ordering not enough items are not “missing items”. We will email an invoice.**

[_____ ALL 5 COLUMNS MUST BE FILLED IN _____]

EARTH CANDLES 12 oz. CANNING JAR CANDLES	# Ordered	# Received Must be reported. Inventory before sorting!	# Damaged	# Missing from Qty Ordered	# Extra	# Needed for New Order
405 Hot Apple Pie						
410 Butter Cookies						
415 Cinnamon Apple						
420 Juicy Peach						
425 Gardenia						
430 Holiday Spices						
435 Mulberry						
440 Rain Forest						
445 Sugar Roasted Chestnuts						
450 Pomegranate						
455 Pumpkin Spice Pie						
460 Vanilla Bean						
EARTH CANDLES 14 oz. TUMBLERS	# Ordered	# Received	# Damaged	# Missing	# Extra	# New
465 Heaven						
470 Honey Pear						
475 Lavender Mist						
480 Orange Spice Tea						
485 Vanilla Raspberry						
490 White Cotton						

<u>HOME FOR THE HOLIDAYS</u> 12 OZ. CANNING JAR CANDLES	# Ordered	# Received	# Damaged	# Missing	# Extra	# New
6301 Christmas Memories						
6303 Balsam Fir						
6305 Christmas Wishes						
6307 Baked Apple Pie						
6309 Warm Home						
6311 Christmas Spice						
<u>JOURNEY OF FAITH</u> 12 OZ. CANNING JAR CANDLES	# Ordered	# Received	# Damaged	# Missing	# Extra	# New
505 Believe Warm Home						
510 Encourage Juicy Peach						
515 Forgive Vanilla Bean						
520 Hope Baked Apple Pie						
525 Love Cinnamon Apple						
530 Praise Garden Rain						
535 Serve Teakwood & Fern						
540 Trust Gardenia						
<u>ART ESCAPE</u> 12 OZ. CANNING JAR CANDLES	# Ordered	# Received	# Damaged	# Missing	# Extra	# New
6105 Baked Apple Pie						
6110 Cinnamon Apple						
6115 Country Walk						
6120 Georgia Peach						
6125 Pomegranate						
6130 Sea Mist & Lavender						
6135 Summer Day						
6140 Welcome Home						
<u>QUOTE</u> 12 OZ. CANNING JAR CANDLES	# Ordered	# Received	# Damaged	# Missing	# Extra	# New
6011 Friends Vanilla Ginger						
6022 Life Cucumber Melon						
6032 Creating Yourself Pumpkin						
6033 Live, Laugh, Love Lavender						
6042 Blessings Balsam Fir						
6044 Change White Cotton						
6046 Home Cinnamon Apple						
6051 Heart Baked Apple Pie						
<u>SILVER SCENTS</u> 14 OZ. HOURGLASS CANDLES	# Ordered	# Received	# Damaged	# Missing	# Extra	# New
310 Black Raspberry & Vanilla						
315 White Cotton						
330 Honey Pear						
340 Orange Spice Tea						
350 Sea Mist & Lavender						
365 Tranquility						