



Organization Name: _____

Shipping Address for **BROCHURES** (Mailed USPS Priority): _____ Shipped to Business/School _____ Shipped to Home Address _____

Business Name or School if applicable: _____

Street Address or PO Box: _____

City: _____ State: _____ Zip: _____

Shipping Address for **PRODUCTS**: _____ Shipped to Business/School (signature is required) _____ Shipped to Home Address (no signature required) _____

Business Name or School if applicable: _____

Street Address (no PO Boxes): _____

City: _____ State: _____ Zip: _____

Are you State Tax Exempt? _____ Yes _____ No _____ Unsure If yes, please remit your document ASAP. (Not required to receive brochures)

Chairperson: _____ Email (Print Clearly): _____

Phone-Day: (_____) _____ Evening: (_____) _____ Cell: (_____) _____

Number of Participants: _____ Approximate Date of Fundraiser: _____ / _____ / _____ to _____ / _____ / _____

Select 1 Brochure: _____ **10-page Candle & Fragrance Brochure** - Highly Recommended, includes our jar candles - We will ship printed brochures

_____ **1-page Jar Candle Brochure** – Same jar candles are included in the 10 page brochure.

Brochures: Brochures are FREE! There are NO upfront costs to ship our fundraising brochures.

Profit: Candle Brochures - Organizations can earn up to 50% profit with our candle brochures. Organization will pay 50% of the retail selling price plus tax, if applicable, for orders with 250 or more items, 60% plus tax, if applicable, for orders less than 250 items. Additional money can be collected to pay for tax. Organizations are invoiced for only the actual amount due. Profit is retained by the organization.

Product Availability/Pricing Guarantee: Brochures retire 12/31/16. For Christmas Delivery, we recommend payment be received by 12/12/16.

Samples, Late Orders: No product minimum required. Regular pricing applies for samples and late orders, \$12.00 shipping fee applies.

Tax Exempt Groups: (Does not apply to NH, OR, DE, MT) Your State Tax exemption document must be submitted and approved before your order can be processed. All organizations should refer to the "Tax Exemption" page on our website to verify your state's requirements prior to distribution of brochures.

Non-Tax Exempt Groups: State and local taxes are determined upon your shipping address. Tax is applied to your retail sales. Although organizations can opt to deduct tax from their profit we recommend collecting tax.

Shipping: Shipping is free with retail sales of \$100 or greater. If an order is less than \$100 in retail sales a \$12 shipping fee is added. Shipping rates are subject to change. All orders are shipped FedEx Ground. There are no additional fees for pack by seller.

Payments: Customer checks are made payable to your organization. A single payment by Money Order, Business, or School Check will be accepted for your purchase. Personal checks, temporary checks, checks with hand-written group/business names can't be accepted. Credit cards are accepted for orders with 250 or more items and with receipt of a signed credit card authorization. Payments by check/money orders must be paid in full prior to the order being placed. Returned checks will be charged \$50.00. Schools may submit a School Purchase Order Agreement to process the order with a Purchase Order signed by the principal and bookkeeper, must state the purchase amount, and must be paid within 14 days of receiving delivery.

Delivery: Products are generally delivered within 9 business days from the date your payment/purchase order is received, and the tax exempt document has been approved.

Check-In Forms: Replacements for missing or broken items will be shipped only when a fully completed Check-In Form has been submitted within 72 hours. Phone calls or emails alone WILL NOT be accepted. No exceptions. Organization will be responsible for the accuracy of the total number of items sold and ordered.

Sales Agreement: MUST be returned to Deb Murray prior to distributing your brochures. I have read, understand and agree with the terms and conditions listed above and have received approval from my organization (school principal, board members etc.) to sign on behalf of my organization.

Chairperson

Title

Deb Murray
Fundraising Representative

Date