

Best-Fundraising-Ideas

Heritage Candles Sales Agreement 2019

www.Best-Fundraising-Ideas.com
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Organization Name:_____

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

Business Name or School if applicable: _____

Street Address or PO Box:_____

City:_____**State:**_____**Zip:**_____

Shipping Address for PRODUCTS: _____ **Shipped to Business/School** _____**Shipped to Home Address**

Business Name or School if applicable: _____

Street Address (no PO Boxes):_____

City: _____**State:**_____**Zip:**_____

Chairperson: _____ **Email (Print Clearly):**_____

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

Person Responsible for Payment:_____ Title:_____ Phone:_____

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

Brochure(s): (Select up to 3*) _____ **Spring Collection** _____ **Fall Collection** _____ **Earth Candles**

_____ **$10 Holiday Collection** _____ **Quote Candles** _____**Journey of Faith Candles** ____**$10 Jar Candles / Wax Melts**

Profit: Candle Brochures - Organizations can earn up to 50% profit with 150 items sold, 40% for orders with less than 150 items.

Pricing Guarantee: 12 oz. Canning Jars - $14 retail, Tumblers/Silver Scents - $16 retail, 8 oz. Jar Candles - $10 retail, 2-Pack Wax Melts - $10,

Product Displays/Late Orders: No product minimum required. 40% profit pricing plus $15 shipping for orders less than $200 in retail.

Tax Exemption: Organizations who are tax exempt are responsible for determining their state tax exemption status. Organizations who are not state tax exempt will be responsible for reporting state tax to their appropriate state. Non-exempt organizations may collect the tax.

Shipping: Shipping is free on all orders $200 or greater in retail sales. Orders less than $200 will add a $20.00 shipping fee. Orders are generally shipped within 48 hours upon receipt of payment and are generally shipped via UPS. Large orders are shipped by freight carrier with an arranged delivery.

***Brochures:** We ship brochures at no upfront cost to your organization, but we do request enough items are sold to cover costs. A fee is added to an invoice only if the total number of items sold is less than the total number of brochures shipped. The fee is calculated only on the shortage. For example, order 100 brochures, sell only 70 items. A fee is added for just 30 brochures. (single page .10, 4 page .20, 6 page .30)

Payments: Customer checks are made payable to your organization. Acceptable forms of payment include Money Order, Business, or School Check. **Personal checks, temporary checks, checks with hand-written group/business names, electronic credit cards, and purchase orders are not accepted.** Payments by check/money order must be paid in full prior to the order being placed. Returned check fee is $50.00.

Missing Items: Check-In Forms: Rarely are items missing. Weights per box are calculated, weighed once packed, are weighed again by UPS, and are compared if items are reported missing. Report any missing items within 48 hours following delivery. Send an email with the name of the item, how many were received, and the number missing. Organization is 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.

_____	_____	Deb Murray	_____
Chairperson	Title	Fundraising Representative	Date