



# FUNDRAISING PROGRAM AGREEMENT

## Account Information:

Account Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ County: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Chairperson: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Tax Exempt Letter Required \_\_\_\_\_

## Programs:

Brochure Code: \_\_\_\_\_ Brochure Name: \_\_\_\_\_ # of Pages: \_\_\_\_\_  
 Prizes: \_\_\_\_\_ Yes/No Profit %: 40% with 250 units sold, 30% with 100-249 units sold  
 Total # of Packets Needed: \_\_\_\_\_ Ship to: \_\_\_\_\_

## Parent Letter Specifics:

Parent Letter: Yes  No  Attached \_\_\_\_\_ Neighbors Template \_\_\_\_\_ (please fill in below)  
 Heading (name of group): \_\_\_\_\_  
 We are raising funds for: \_\_\_\_\_  
 Make Checks Payable to: \_\_\_\_\_

\*Allow approximately two weeks for parent letter and/or brochure delivery

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Order Due Date: \_\_\_\_\_

## Delivery Information:

Ship product to (name/address): \_\_\_\_\_  
 Requested Delivery Date: \_\_\_\_\_ Check for before 12:00 pm availability: \_\_\_\_\_

## Representative Information:

Neighbors, LLC Representative: Deb Murray Phone: 860-384-3691 Email Address: deb@best-fundraising-ideas.com

Note: Order with 150+ units sold are packed by seller. Orders with 100-149 units are packed by the piece.

Minimum Sales Requirement is \$10 per seller. (Ex: 200 students must do \$2,000 in retail sales) If the \$10 sales average is not reached, \$1.00 per sales kit sent will be added to the invoice.

Orders with 150+ units sold are packed by seller. Orders with 100-149 units are packed by the piece.

Note: Please allow a minimum of three (3) weeks for delivery once your order has been placed. Payment must be received before your order can be released for shipment. Any replacements required need to be reported within 48 hours of delivery and provide pictures of any damaged units to avoid charges.

## Minimum Order: You must order at minimum 100 units.

Authorized Signature (Account) Date \_\_\_\_\_ Authorized Signature (Neighbors, LLC) Date \_\_\_\_\_

Scan/Email to: [deb@best-fundraising-ideas.com](mailto:deb@best-fundraising-ideas.com) Fax: 410-630-7080 Questions? Call Deb Murray: 860-384-3691

Neighbors, LLC 131 Frost Commercial Dr. West Monroe, LA 71292