

# H&GP Fundraiser Agreement Form Fall/Winter 2008

Group/Organization Name: \_\_\_\_\_

Shipping Address for brochures: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Email: \_\_\_\_\_

Phone-Day: (\_\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Date of Fundraiser: \_\_\_\_\_ to \_\_\_\_\_

Are you Tax Exempt? \_\_\_\_\_ Do you have a tax exempt document? \_\_\_\_\_ Name of County & tax %: \_\_\_\_\_

## Select program choices:

\_\_\_\_\_ 3-Page Candle Brochure (recommended), **or** \_\_\_\_\_ 10 oz Jar Candle Brochure (Select only one Candle Brochure)

\_\_\_\_\_ Perfect Mix Gourmet Food Brochure

\_\_\_\_\_ Prize Program Brochure\* (# of participants \_\_\_\_\_ x 3 = \_\_\_\_\_ # of items to be sold to receive free prizes.)

## Select Shipping Choice:

\_\_\_\_\_ **Presorted by Seller** - No minimum required per seller. Master Order Form requires a minimum of \$215. See pricing below.

\_\_\_\_\_ **Bulk Shipment to one location** (save 25 cents per item) Master Order Form requires a minimum of \$100.

\_\_\_\_\_ **Home Delivery** (add 25 cents per item) - 10 item Minimum Required per Seller. Orders for sellers with less than 10 items each are shipped bulk to one location. Orders are encouraged to be shipped within the same state. When tax exempt, tax exemption is only applicable for the state in which the exemption certificate is issued. Tax will be added to out of state orders.

**Presorted Pricing Candle Brochures:** 10 oz Candles \$5.00, 13 oz Soy Candles \$10.00, Reed Diffusers \$10.50, Bracelets \$5.00, Chelsea Sets \$11.50, Tree Jar Candle Holder \$5.50.

**Presorted Pricing Food Brochure:** Dips \$6.50, Desserts \$7.00, Soups, Cookies, Preserves, Drink \$5.50.

**Select Bulk Shipping and save 25 cents per item. Add 25 Cents for Home Delivery.** Products are valid only through 01/26/09. After that date most items will no longer be available for purchase. Pricing is valid through 12/31/08.

**August/Sept Sale 8/26-9/26, Presorted Pricing:** 10 oz Candles \$4.00, 13 oz Soy Candles \$8.00, Dips \$5.25 Desserts \$5.75, Soups, Cookies, Preserves, Drink \$4.50. (Orders must be submitted and paid in full by Sept 26<sup>th</sup>.)

**\*Prize Program:** Organization agrees to distribute prize brochures if option is selected. Prizes are free when the quantity of items sold is at least 3 times the number of brochures requested. Example: With 100 sellers selling a total of 300 or more items the prize program is FREE. 15 cents per item sold will be charged if group average is less than 3 items.

**Tax exempt organizations:** A photocopy of your **state** tax exempt letter, **not federal ID number** must be submitted before your product order can be placed. Please refer to the "Tax Exemption" page at [www.FundraisingWithCandleFundraisers.com](http://www.FundraisingWithCandleFundraisers.com) for the requirements for your state prior to determining your selling prices. Tax numbers alone will not be accepted. **Important:** Groups who are not tax exempt will be charged state and local tax, determined upon your shipping address. (Does not apply to NH, OR, DE, MT)

**Minimum Orders:** Presorted and Home Delivery Orders require a group total of \$215 in sales, Bulk Orders require a group total of \$100 in sales. **A \$10.00 handling fee will be added to Bulk Orders less than \$200.00 in sales, for samples and late orders.** Shipping is free. Orders for Gourmet Food items can be placed online at [www.newhgp.com/Webid/Deb](http://www.newhgp.com/Webid/Deb)

**Payments:** All customer checks are made payable to your organization, NOT to H&GP. Preferred payment for your order can be made by money order, business or school check payable to Deb Goodridge. **Personal checks will not be accepted.** Payment, only if necessary, will be accepted by credit card with an original, signed credit card authorization sent by USPS mail. Please note that your order must be paid in full prior to the order being placed. Returned checks will be charged \$25.00. Products will be delivered approximately 2-3 weeks from the date your payment is received, check has cleared and tax exempt document has been approved.

**Check-In Forms:** Must be fully completed and submitted within 7 days in order to receive replacements for any missing or broken candles. **Phone calls or emails alone will not be accepted by H&GP.** Organization will be responsible for the accuracy of the total amount of items sold and ordered. If fundraiser is cancelled organization agrees to return brochures promptly, in good condition, and to pay all postal charges. If brochures are not returned within 30 days or are damaged organization agrees to pay 25 cents per brochure sent plus shipping charges to compensate Ind. representative's cost of purchase and shipping.

**Agreement Form: MUST be returned to Deb Goodridge prior to receiving brochures and selling candles.**

I have read, understand and agree with the terms and conditions listed above and have authorization to sign on behalf of my organization. **Our organization has received final approval to hold a H&GP fundraiser, and a completed Master Order Form with the required minimums in sales will be submitted to Independent Rep Deb Goodridge.** (Please retain a photocopy)

\_\_\_\_\_ Deb Goodridge \_\_\_\_\_  
Chairperson HGP Fundraising Specialist Date

**FAX COMPLETED FORM TO: 1-270-913-3696 or by postal mail: 9 Candlewood Lane, Granby CT 06035**

You will receive a phone call within 48 hours upon receipt to verify the information.

**Questions: 1-888-209-0613 Monday-Sunday 8am-10pm EST [questions@FundraisingWithCandleFundraisers.com](mailto:questions@FundraisingWithCandleFundraisers.com)**

**Bookmark our Website: [www.FundraisingWithCandleFundraisers.com](http://www.FundraisingWithCandleFundraisers.com)**