

Group Consolidated Order Form Instructions

The preferred method of submitting your order is on our Excel spread sheet version of this form which is available online at www.CoffeeFundraiser.com/excel/. Use this form only if you do not have access to the Microsoft Excel software and/or the internet.

STEP I: As you collect the order cards from your participants, list the summary of the results of each participant's sales on this form. Start on Second Page of this form if you will have more than 10 participants turning in cards. If you will have more than 30 participants turning in cards make addition copies of the Second Page to list these participant's sales. Once all participant's sales have been listed, total the number of each of the items at the bottom of the page and carry them forward to the next page. Once you have listed and totaled all the participant's sales, carry the totals to the bottom of the First Page.

STEP II: Fill in the Shipping Information on the top of the first page. **We pay the freight charges for standard ground service on deliveries made to a business or school address only.** All additional shipping charges on orders delivered to a residence or rural area, or when you request faster service other than ground, will be charged to you in addition to the cost of the products you order.

STEP III: Fill in the Total of Items. Carry the total number of each item to the Order Total section at the top of the First Page. Multiply each item by it's price and enter that amount on the line provided. Next, add the amounts of all items together. This is your order total. On orders totaling less that \$100 there is an additional \$5 handling charge. Finally, add the Total of Items and the handling charge (if applicable) together to find the Total Amount Due.

STEP IV: Fill in your Payment Information. **Payment arrangements must be made in advance before the order can be shipped.** If you would like to request payment terms you must fax a valid purchase order or a copy of your check made out for the amount due with the order. Our terms are Net 10 Days with approval. All other orders must be paid in advance. If you are paying by check, **mail one check payable to BERBRANON MARKETNG LLC.**

STEP V: Upon completion, fax the order form and copy of your check to the fax number below and then drop your check in the mail to the address below on the same day. Faxing the order and mailing the check separately speeds your order up considerably. Orders are usually ready to ship within 1 to 3 business days. Please allow 7 days east coast and 10 days west coast for your order to arrive.

CANCELLATION: You may cancel your fundraiser at anytime by simply returning the fundraising materials. However, groups that do not submit a fundraiser order within 30 days of their scheduled completion date will be billed 16 cents per order card plus a mailing fee of \$5.00. Should you need more time to complete the sales portion of your fundraiser, please notify us with your new completion date to avoid billing.

Thank you for choosing **BERBRANON MARKETING** to help you with your fundraising project. Please do not hesitate to call if you have any questions or concerns.

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