

# Personalized Fundraising **Booking Agreement**

FAX: 760-633-2282

PHONE: 888-511-2323

EMAIL: INFO@PERSONALIZED-FUNDRAISING.COM

PLEASE PRINT

Organization \_\_\_\_\_

Group Type:  PTA  PTO  School (non-PTA/PTO)  Cheer  Dance  Gymnastics  Sports Team  
 Middle/High School Club  Church  Girl/Boy Scouts  Other \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
(Cannot ship to a PO Box)

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

The above address is a:  School  Residence  Other \_\_\_\_\_

Phone: Day \_\_\_\_\_ Eve \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

How would you prefer we contact you? Please circle: Phone – Email – No Preference

# of Sellers \_\_\_\_\_ (One brochure, order form and collection envelope per seller. Additional order forms will be provided.)

Requested Delivery Date of Brochures \_\_\_\_\_ (Please allow 7-10 days for delivery.)

Fundraiser: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**To Order Brochures: FAX form to 760-633-2282 or SCAN & EMAIL to: info@personalized-fundraising.com**

(PLEASE READ!)

## TERMS & CONDITIONS

- **Booking Agreement:** Must be completed by **authorized representative** to book a fundraiser and receive brochures.
- **Minimum Order:** 150 items (total combined items).  
If less than 150 items are sold, a surcharge may apply (based on total items sold).
- **Cancellation:** If an order is not placed, organization is responsible for brochure costs (including shipping & handling).
- **Merchandise Delivery:** Allow approx. **4 weeks** from date order and payment is received, except for Nov./Dec. when delivery time may be longer.
- **Profit:** Organization collects money from sellers, keeps group's profit (43% of funds collected) and sends amount due (57% of funds collected) with master order.
- **Payment:** Must accompany master order. *PAYMENT TYPES:*  Organization Check  Money Order  Purchase Order  
Note: Collection and payment of local sales tax, when applicable, is responsibility of organization. Missouri groups are subject to state sales tax unless a tax exempt letter is provided, as company is located in Missouri.
- **Shipping Charge:** \$25 per group order of up to 300 items \$35 per group order of 301+ items
- **Shipped UPS Ground:** Personalized Fundraising is not responsible for late arrival of order due to forms being sent late, or delayed mailing/shipping times.
- **Group Incentive: 'One Free to Group For Every 150 Sold'**  
For every 150 items sold, organization receives ONE free item. See Master Order Form for instructions.  
Dollar credit not offered.
- **Seller Incentive: 'One Free to Seller For Every 20 Sold'**  
Sellers earn ONE free customized item for every 20 items sold.
- **Our goal is 100% accuracy. Accuracy of personalizations depends solely on the clarity and legibility of order forms.**  
Organization is responsible for verifying correct item counts and legible personalizations. Note: Personalized Fundraising is not responsible for merchandise inaccuracies due to orders with illegible personalizations or selection omissions. Any item choices/beads/letters for such orders will be determined at the discretion of Personalized Fundraising.

**ORGANIZATION REPRESENTATIVE RESPONSIBLE FOR PROGRAM:** (MUST BE 18 YRS. OR OLDER)

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

*Signature indicates full acceptance of the terms and conditions of Personalized Fundraising Program as noted above and in information packet. Overall program and its features, prices, components, etc. are subject to change.*

|                            |
|----------------------------|
| For office use only: 02/10 |
| B # _____                  |
| PC: _____ Rcvd: _____      |