

# THINK

living color fundraiser

# SPRING

POSTER



## ORDER FORM

## TALLY SHEET

## STAMPED ENVELOPE



**Raker-Roberta's Young Plants**  
 10371 Rainey Road  
 Litchfield, Michigan 49252  
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[www.livingcolorfundraiser.com](http://www.livingcolorfundraiser.com)

**ORDERS AND PAYMENT ARE DUE APRIL 1, 2021**

# INSTRUCTIONS

Thank you for participating in the *living color THINK SPRING fundraiser!*

The *living color fundraiser* program is very straightforward. Your Group sells plants using the tools listed below. You send us your orders and money owed. We deliver the plants to your location.

To accomplish this, we provide a system to help your group sell and manage your group orders. The system provides four items: Poster, Order Form, Tally Sheet, and a Stamped Envelope.

Here is what you need to know:

## START YOUR SALE

- Please read the Living Color Fundraiser Terms and Conditions (back).
- Distribute Order Forms to each seller. Make sure each person includes his / her name and phone number on the Order Form
- Customize your Posters and hang them in high traffic areas.
- Start selling. Record each order on the Order Form and collect money.
- Checks collected from your customers should be made out to your group. You can make out one check to us when you send your order and payment.

## COLLECT THE ORDER FORMS

- Set your Group's due date a few days before the April 1st due date. This gives you time to tally orders and allow for "I forgot my order" sellers.
- Once all orders and payments are collected, record your Group total for each plant item in the corresponding space on the Tally Sheet.
- Keep the Order Forms to use for distributing plants at delivery time.

## PLACE YOUR ORDER

- Complete the Tally Sheet with the total for each item. Then, multiply the item total with the corresponding price. Record the number in the total column and repeat for each item.
- There is a minimum order of 50 units. If the minimum order is not met, Living Color Fundraiser reserves the right to not process the order. If the order is processed, there will be a \$100 under minimum charge added to your order.
- Add the numbers in the Total column. The resulting total is the amount you owe Living Color. Make a copy of the Tally Sheet at this time.
- Checks can be made payable to "Raker-Roberta's Young Plants" or "Living Color Fundraiser."
- Make sure your Group Name is on the Tally sheet. Put the Tally Sheet and your check for total due in the provided Stamped Envelope.
- Mail the Stamped Envelope so it is postmarked by April 1st.
- Orders may also be phoned, faxed, or emailed by April 1st.

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# TERMS & CONDITIONS

These 2021 Terms and Conditions are effective January 1, 2021 through December 31, 2021.

Living Color Fundraiser guarantees all products.

Living Color Fundraiser must receive 100% of the amount owed at least 3 days prior to the scheduled ship date unless prior arrangements have been made.

There is a minimum order of 50 units. If the minimum order is not met, Living Color Fundraiser reserves the right to not process the order. If the order is processed, there will be a \$100 under minimum charge added to your order.

Living Color Fundraiser tries to accommodate all ship date requests. To receive an order on a specific date, additional shipping charges may apply.

Living Color Fundraiser reserves the right to deliver product in the most suitable manner. This may be via our trucks or an outside freight company.

Claims related to plant quality or transportation damage must be reported to Living Color Fundraiser customer service within 48 hours of plant delivery. Photos are requested to aid in assessing claims when possible.

Should your organization decide not to participate in the Living Color Fundraiser once your selling kits have shipped, your organization will be charged a \$50 printing charge.

Any plants sold using the Living Color Fundraiser selling kits must be supplied by Living Color Fundraiser. No outside material may be substituted. Anyone found to be using outside material will be assessed a \$50 fee and will not be allowed to utilize any of our fundraisers in the future.

Orders received after the due date (April 1, 2021) will not be accepted if product is not available.

Plant product may differ slightly from selling material and website images.

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**SPRING**