

# Fall/Holiday 2008 Fundraising Agreement Form



Questions: 1-860-482-3976  
Monday-Sunday 9am-9pm EST  
or  
cnc4375@sbcglobal.net  
www.fundraisingwithhgpcandles.com

Organization Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

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

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

Are you Tax Exempt? \_\_\_\_\_ Tax Rate: \_\_\_\_\_

### Select Brochures:

- 10 oz Jar Candle Brochure  
 3-Page Candle Brochure

### Select Shipping:

- Standard Delivery** – Shipped Bulk to one location.  
 **Select Sorting** – Sorted and labeled by each seller. No minimum required per seller. Add 25 cents per item.  
 **Premium Home Delivery** – Shipped directly to seller's home. 10 item Minimum Required per Seller. Add 50 cents per item.  
Individual Orders less than 10 items each are shipped Standard Delivery. Select Sorting available with \$215 in sales.

### Pricing:

**Candle Brochures:** 10 oz. candles \$4.75, 13 oz. candles \$9.60, Reed Diffusers \$10.20, Bracelets \$4.70, Chelsea Sets \$11.20, Tree Jar Candle Holder \$5.10.

Pricing and Brochures are valid only through 12/31/08.

Tax exempt organizations need to submit a photocopy of their **state** tax exempt letter, not federal ID number before your product order can be placed. Orders will be shipped after the tax exempt letter has been approved by H&GP. Please refer to the "Tax Exemption" page at [www.FundraisingwithHGPCandles.com](http://www.FundraisingwithHGPCandles.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 and is determined upon your shipping address. (Does not apply to NH, OR, DE, MT)

All customer checks must be made payable to your organization, NOT to H&GP or Carrie Chabre. Preferred payment for your fundraiser order can be made by money order, business or school check payable to Carrie Chabre. Personal checks will not be accepted. 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 to the address listed above approximately 2 weeks from the date your payment is received, check has cleared and tax exempt document has been approved. A minimum order of \$200 in sales for a Standard Order, \$215 for Select Sorting is required. Shipping is free.

Check-In sheets must be returned within 7 days in order to receive replacements for missing or broken items. 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 within 30 days and to pay all postal charges. Otherwise, organization agrees to pay 25 cents per brochure sent plus shipping.

**\*\*Agreement form MUST be returned to Carrie Chabre 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. (Please retain a photocopy of the agreement form.)

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Carrie Chabre  
HGP Fundraising Specialist

\_\_\_\_\_  
Date

**FAX COMPLETED FORM TO: 1-801-454-5510 or by postal mail: 168 Roulin Street, Torrington, CT. 06790**

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