



424 Main Street South
PO Box 143
Exeter, ON N0M 1S6

Telephone: 519-235-3062
Fax: 519-235-1477
Email: jennard@quadro.net

Fund Raising Program Effective September 1, 2013

Dear Fund Raiser:

We would like to introduce you to our small, family based company that specializes in Fund Raising products. Jennard Cheese offers an exciting program featuring quality products and cheese from Bright Cheese & Butter, Agropur Fine Cheese, a few local suppliers and more. Please review the enclosed brochure and information sheets. If you have any questions or wish to proceed with the program, please contact us at 519-235-3062 or by email at jennard@quadro.net.

Program:

1. You will make 30% on your total sales for your organization.
2. We offer you a selection of 37 cheese products (in various flavours & sizes) as well as 6 gift boxes to sell to your customers.
3. Payment is requested at the time of delivery unless other arrangements are made.
4. Minimum order of \$750 for free shipping.

Order/Deliveries:

We try our best to accommodate your needs, however, these procedures and guidelines should be followed:

- It is advisable to place your order by fax (519-235-1477) phone (519-235-3062) or by email (jennard@quadro.net) using the Fund Raiser (Master) Order Form.
- Allow a minimum of 6 working days from the date that you place the order to the shipping date.
- Please confirm delivery date before starting your program. We are a small company and have limited shipping dates.
- To ensure efficient and safe delivery of your order, we recommend that arrangements be made to have someone available at the location of the delivery.
- When the order is received:
 - A signature & payment is required at time of delivery.
 - **Count the number of pieces of each size and variety of product before sorting and packing the individual orders, then verify the number against the invoice.**
 - Report any shipping errors or shortages immediately.

To assist in running a successful Fund Raising campaign, Jennard Cheese will supply at no cost to you the following:

- Coloured fliers
- One copy of the campaign order/selling forms for photocopying – we have included two different campaign ordering forms. One that allows 4 different orders per sheet and one that allows only one order per sheet.
- Master order form

Please call to place your order for the required quantity of coloured fliers.

If you have any further inquiries, or would like to speak with us directly, please call:

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Thank You for your consideration and allowing Jennard Cheese to be part of your Fund Raising Program.

Rick & Jennifer Branderhorst



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Jennard Cheese Fundraiser Distribution Guidelines

We suggest the following procedure to make the distribution of your Fundraising cheese order as easy, and efficient as possible.

1. You will need 3 or 4 people for distribution.
2. On a number of tables, sort the individual products in the same sequence as they appear on the order form.
3. **Carefully count the number of individual pieces and verify with invoice and the original master order form. **Note any discrepancies.**
4. Pick each seller's order, using the individual seller's fund raiser campaign order/selling form as your reference.
5. Pack the order in the empty boxes or use plastic bags.
6. Write the sellers name on each box or bag. Attach a copy of the seller's original fund raiser campaign order/selling form to the box or bag.
7. Report any discrepancies to Jennard Cheese.
8. Prepare to start your next campaign at your earliest convenience.