

TIPS FOR A SUCCESSFUL FUNDRAISER

 **Veseys Bulbs** FUNDRAISING PROGRAM
1-800-363-7333

YOU EARN
**50%
PROFIT**



INFORMATION TO ENSURE
THAT YOUR VESEYS FUNDRAISING
PROJECT IS A HUGE SUCCESS.

THIS BROCHURE INCLUDES HELPFUL TIPS TO
MAKE YOUR PLANNING, SALES AND DELIVERY
AS EFFICIENT AND SIMPLE AS POSSIBLE.



AFTER THE SALES CAMPAIGN

- ✓ Your Sales Campaign should end at least 2 to 3 weeks before the Vesey's Order Deadline. This is important so as to leave sufficient time for the Chairperson to compile the various orders and complete the Master Order Form. If using the postage paid Vesey's Business Reply Envelope, your Master Order Form and cheque should be mailed at least 10 days before the Order Deadline.
- ✓ To complete the Master Order Form you will need all the individual order forms and money from each of your Sellers. You will need to tabulate the total quantity for each of the items listed and enter that number on the Master Order Form. It is very important that all the information asked for on the Master Order Form is completed so we have the ability to contact you should the need arise.
- ✓ It is extremely important that you keep your copy of all the individual Order Forms that have been handed in by your Sellers. You will need these forms when packing your customers' orders once the products you have ordered arrive.
- ✓ The Master Order Form is a two-part document. You are to send the top (white) copy along with your cheque to Veseys. The bottom (yellow) copy can be kept by you as a record of your order. Please ensure that only one cheque or money order accompanies the Master Order Form and that this cheque is made payable to Vesey's Bulbs.
- ✓ Please keep in mind that for your convenience you can now order online. Simply go to www.veseys.com/fundraising scroll down the page and click on the Online Order Form.

WHEN YOUR PRODUCT ARRIVES

- ✓ Most of our orders are shipped by Canada Post. Despite the fact that all boxes in your shipment are sent out on the same day, you may receive some boxes one day with the remaining boxes a day or two afterwards. If, for instance, there are 5 boxes in your shipment, they will be marked as 1 of 5, 2 of 5, etc. Please wait 3 business days before contacting us regarding missing boxes.
- ✓ All the paperwork (your detailed receipt), will be included in the box marked as Number One. Also included in box Number One will be the FREE Delivery Bags that you have ordered on the Master Order Form. The enclosed receipt will list the quantities of each item you have ordered. If there is a discrepancy between what was ordered and what is on this list please contact us immediately at 1-800-363-7333.
- ✓ It is very important that you have received the correct quantities of the items you have ordered. As you open the boxes containing your order it is suggested that you isolate each of the separate items into groups based on their Item Letter. Once you have verified that the quantities received have matched the quantities you have ordered, you can then establish your assembly line for gathering your customers' orders. **DO NOT START PICKING CUSTOMERS' ORDERS** until you have verified the accuracy of what you have received.
- ✓ We guarantee the quality of all our products. If any items contained in your order do not meet with your approval **UPON DELIVERY** they will be replaced free of charge. **DELIVER YOUR PRODUCT PROMPTLY.** You are handling live product and lengthy storage times should be avoided in order to keep the product in its best possible condition.

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