

# SALES AGREEMENT DIRECT SELL CASE ORDERS -- PURCHASE ORDER / INVOICE

## BAKE & Co. Fundraising

6523 California Avenue SW, #312, Seattle WA 98136  
 206.938-4866 or 1-800-535-2253 FAX: 206.938.1746  
 email: brenda@bakeco.com



**PRINT THIS FORM, CHOOSE YOUR PRODUCT, CALCULATE AMOUNT DUE AND FAX OR MAIL US YOUR ORDER**

### BILL TO:

### SHIP TO:

Attn: \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Group Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City/St/Zip \_\_\_\_\_  
 Order Date \_\_\_\_\_  
 Day Phone \_\_\_\_\_  
 Alt Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

Attn: \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Group Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_  
**Tax I.D. # \_\_\_\_\_ Required**  
 P.O. # HF-09-

**Free Freight to a Business Address or add 5%**

Allow up to 2 to 3 weeks for delivery

**Sales Final. No Returns**

**Total Amount Due \$**

**PAYMENT DUE WITH ORDER. NO CHARGE FOR SHIPPING.**

<b>* Purchase Order</b>	<b>VISA or MASTERCARD</b>		<b>Payment Encl.</b>
P.O. # _____	Name _____	Expiration _____	Check No. _____
Print Name of Purchase Agent _____	Card # _____	3-digit code _____	n/a
<i>Signature</i> _____	Card Holder Address _____	CAPTURE CODE _____	\$ _____
Phone _____	REFERENCE _____		Date _____
Fax: _____			Amt \$ _____
			Rec'd _____

### MILK OR DARK CHOCOLATE POPS

Retail Item	Item #	Description	(M.Cs. = Master Case)	Count / Bx.	Bxs. / M.Cs	Count / M.Cs.	Min. Order	Cost / M.Cs.	Qty Cases	Amount Due
<b>1 oz. Awareness Ribbons - Foil Colors: Pink, Purple, Red, Yellow/Gold, Green, Teal, Royal Blue and Black</b>										
\$1 Lollipops	MILK CHOC 12	Foil Color -		48	10	480	1 M.Cs.	\$237.60		
\$1 Lollipops	MILK CHOC 12	Foil Color -		48	10	480	2+ M.Cs.	\$216.00		
\$1 Lollipops	DARK CHOC 12	Foil Color -		48	10	480	1 M.Cs.	\$237.60		
\$1 Lollipops	DARK CHOC 12	Foil Color -		48	10	480	2+ M.Cs.	\$216.00		
<b>1 oz. CHOCOLATE HEARTS - MASTER CASES - IN CLEAR OR RED FOIL WRAPPER</b>										
\$1 Lollipops	CHOC HEART	1 oz. MILK CHOC HEART - Red Foil Wrap		30	12	360	1 M.Cs.	\$198.00		
\$1 Lollipops	CHOC HEART	1 oz. MILK CHOC HEART - Red Foil Wrap		30	12	360	2+ M.Cs.	\$180.00		
\$1 Lollipops	CHOC HEART	1 oz. DARK CHOC HEART - Red Foil Wrap		30	12	360	1 M.Cs.	\$198.00		
\$1 Lollipops	CHOC HEART	1 oz. DARK CHOC HEART - Red Foil Wrap		30	12	360	2+ M.Cs.	\$180.00		
<b>1 oz. CHOCOLATE ROSES - MASTER CASES - IN CLEAR CELLO WRAPPER: CHOOSE FLAVOR: MILK, DARK, WHITE, RED, PINK, YELLOW</b>										
\$1 Lollipops	CHOC ROSE	Color / Flavor -		36	10	360	1 M.Cs.	\$198.00		
\$1 Lollipops	CHOC ROSE	Color / Flavor -		36	10	360	2+ M.Cs.	\$180.00		
<b>1 oz. CHOCOLATE LOLLIPOPS - SHAPES - in clear cello wrappers: Basketball, Bunny, Christmas Tree, Football, Pumpkin, Santa, Smiley Face, Soccer.</b>										
\$1 Lollipops	SHAPES MC 12	Shape -		36	10	360	1 M.Cs.	\$198.00		
\$1 Lollipops	SHAPES MC 12	Shape -		36	10	360	2+ M.Cs.	\$180.00		
\$1 Lollipops	SHAPES DK 12	Shape -		36	10	360	1 M.Cs.	\$198.00		
\$1 Lollipops	SHAPES DK 12	Shape -		36	10	360	2+ M.Cs.	\$180.00		

**CHOCOLATE PRODUCTS ARE RESTRICTED TO POINT TO POINT SHIPPING UNDER 75 DEGREE CONDITIONS.  
 PLAN AHEAD - YOU MAY NEED TO ORDER CHOCOLATE IN LATE WINTER FOR LATE SPRING SELLING.  
 DO NOT STORE CHOCOLATE ABOVE 75 DEGREES. STORE IN A COOL DRY LOCATION. DO NOT FREEZE.**

**To Order:** Call Brenda at 206.938.4866 or toll free 1.800.535.2253 with credit card information and tax I.D. number  
 Fax this order form to BAKE & Co. at 206.938.1746 (secure) with credit card information  
 Mail this form with check payable to BAKE & Co., 6523 California Ave SW, #312, Seattle WA 98136

* To accept product against a purchase order, we require two credit references. Please provide information as noted.					
Credit Ref	Fundraising Company	Phone	Contact / Rep	Total Retail Sales	BAKECO Results

**TERMS AND CONDITIONS - PLEASE READ and SIGN**

**SHIPPING UPDATE:** To continue to provide you with an all inclusive service package and pricing, we will still cover the cost for delivery of your order based on the minimums noted below, but only to a BUSINESS/COMMERCIAL street address. For delivery to a residential street address, we will need to add a surcharge of 5% of your cost to cover the increased expense.

**SHIPPING:** We have always quoted our cost to you to include shipping to a location of your choice. Unfortunately, in light of the currently sky-rocketing freight costs, we have had to find ways to lessen costs. Our "free shipping" policy is now restricted to delivery to a Commercial / Business street address as suppliers charge a significant upcharge to deliver to a residential address. Please find a commercial business location (school, church, employer) where you can have your order delivered, or we will need to add an additional freight charge to your invoice based on your location.

**THE PROCESS:** Once we receive this completed form with a tax identification number and full payment (unless credit terms have been extended), we will release your order for shipping to the delivery address you have indicated on this form. We cannot ship to a P.O. Box. We expect someone to be available to accept the delivery in person. We will not be responsible for product left on door steps regardless of any other arrangements you have with local UPS or other delivery services. Each product has different services, minimums for free shipping, and profit structures. Read carefully. If it is in writing, it applies.

**PAYMENT:** We accept checks drawn on your organization's account, money orders, VISA and MasterCard. We do not accept any other credit cards. OUR FEE FOR NSF CHECKS IS \$50! Any credit card information written onto this form and faxed to us is secure on this end and viewed only by the owner. You may prefer to call us if you do not want your credit information on the faxed paperwork. If credit terms are extended, payment is due no later than 30 days from the date of delivery; payments exceeding 60 days are handled by a collection agency. For first-time customers, we will release your order for shipping upon receipt of payment. We reserve the option to offer you other payment terms on a case by case basis. If your organization wants to issue **Purchase Order** Number, please note we accept these on a limited basis depending on the amount. At least two credit references with contact information are required. A partial payment may be requested. In all cases, a paper copy of the actual purchase order must be faxed to us before we will release an order for shipping. OUR payment term on purchase orders is net 15 days from delivery! Please for your safety, do not send credit card information in an e-mail!

**CANCELLATION:** If you cancel your order after it has been shipped, you may refuse it on delivery; however, you will be responsible for return freight costs and any promotional costs incurred by BAKE & Co. including a \$50 cancellation service fee.

**DELIVERY:** Goods are shipped directly from the manufacturer, almost always by the full case. BAKE & Co. accepts no liability for delays or errors due to conditions beyond our control, including but not limited to manufacturer's shortages, weather, shipping delays or errors, loss or damage. Manufacturer's warranties apply. BAKE & Co. makes every effort to ensure timely and accurate delivery. We will provide tracking numbers when available.

**LOSS OR DAMAGE:** PLEASE sign for the delivery when it arrives AND COUNT THE CASES. WRITE THE CASE COUNT ON THE PACKING SLIP BEFORE THE DRIVER LEAVES AND KEEP A COPY!!! Failure to take this step means we may not be able to supply you with any missing product or replace damaged goods. Please inspect all boxes for damage and call us at 1-800-535-2253 if there are any missing items or damage. Sometimes damage is not seen until the boxes are opened. Again, BE SURE TO INSPECT AND COUNT THE ITEMS IN EACH CASE BEFORE DOING DISTRIBUTION.

**TIME LINES:** Be prepared to allow up to two weeks to receive your order from the time we place it with the shipper, although most orders will arrive sooner, we cannot guarantee a delivery by a specific date or time. Delivery times depend on the shipper's location, your location, and the method, e.g., UPS or freight carrier.

**PROMOTION:** At your discretion, "kick-off" assemblies, meetings, and presentations serve a valuable purpose by conveying information to participants. In addition, we suggest you provide an announcement letter for each participant accepting goods stating clearly prices, care instructions of the product if it is perishable, how checks should be made payable, and the date and to whom the collected money is due. A chairperson's name, phone and e-mail should be available to all participants. A presentation is a valuable opportunity for students or parents to ask questions; announce incentives and build excitement into the fundraising process. We suggest you record to whom you have distributed product and obtain their signature when they pick up the product.

**TAX:** You are responsible to collect and pay any and all applicable taxes should they apply in your state.

**OUR GUARANTEE:** BAKE & Co. offers an unconditional money-refunded guarantee on quality. We offer a full replacement or refund guarantee on any damaged items (digital photo is extremely helpful).

**AMENDMENTS - Write any mutually agreed to terms of sale here:**

**I have read and agree to the above terms and conditions.**

Print Name	Signature	Date	Title
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