

# SALES AGREEMENT - Order Taker Brochure Programs

PROUD MEMBER OF AFRDS



## 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](mailto:brenda@bakeco.com)



**PRINT THIS FORM.** Complete ALL information requested. Valid tax I.D. number and signature of an authorized organization officer is required. First-time customers--calculate any brochure deposit due (50 or more brochures). Choose a deposit payment method (VISA/MasterCard, check or money order). Send this Agreement via FAX 206.938.1746, email: [brenda@bakeco.com](mailto:brenda@bakeco.com), or snail mail to above address. We only accept a limited number of school purchase orders per season. Terms are net 15 days from delivery. If you don't hear from us within 3 business days, it is possible we did not receive your form -- please call 1-800-535-2253. Washington State Customers will need to also attach a copy of their Non-Profit "Reseller's Permit" before we can commence a program.

Organization Name _____	<b>TAX I.D. NUMBER</b> _____	<b>REQUIRED</b>
Group Name _____	Treasurer & Phone _____	
Organization Address _____	Organization FAX _____	
Organization City/St/Zip _____	Organization's Web Site _____	
Organization Phone _____	Organization email _____	
<b>Authorizing Signature(s)</b> _____	<b>Authorizing Signature(s)</b> _____	
Print Name & Date _____	Print Name & Date _____	
Chairperson Name _____	<b>Ship Brochures Attn:</b> _____	
Day Phone w/area code _____	Street Address _____	
Alt., Eve & Cell Phones) _____	City / State / Zip _____	
Fax _____	<b>Business/Delivery Site</b> _____	
Frequently Checked E-mail _____	Attn: Delivery Contact _____	
Home Address _____	Delivery Address _____	
City / State / Zip _____	City / State / Zip _____	
Co-Chairperson Name _____	Delivery Contact Phone _____	
Co-Chair person Phone _____	Delivery UPS Address _____	<b>Commercial or add 5% for residential delivery</b>

Contacted BAKE & Co	Date Brochure Needed _____	Start Date _____	End Date _____	Order to BAKECo
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**Choose the brochure you wish to use and copy the information from the list below including the qty of brochures needed.**

Code	Product	Items	Pages	Brochure Name	Retail	Broc Ea.	Qty	Deposit Amount
<b>Choice ONE</b>								
<b>Choice TWO - Optional - Add a Second Brochure</b>								

		Deposit Amount Due \$ _____	
<b>Deposit is required only for first-time customers requesting 50 or more brochures</b>			
<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 _____	\$ _____
Signature _____	Signature _____		<u>Date</u> _____
Phone _____	Card Holder Address _____		Amt \$ _____
Fax: _____	CAP CODE _____	REFERENCE _____	Rec'd _____

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

**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

BAKE & Co. Use:	Agree Sent	Rec'd	Broch Out B or V	Ltr & Tally Out	Order Rec'd	Invoice Out	Payment Rec'd	Ship Date	Tracking No.
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**SHIPPING UPDATE: The cost to ship your product is included in your price based on minimums as noted below and based on delivery to a BUSINESS/COMMERCIAL STREET ADDRESS. We are happy to schedule delivery to a residential street address, BUT this will add an additional 5% of wholesale to your invoice to cover the upcharge we pay the shipper.**

**WHY A DEPOSIT?** Unfortunately, we learned the hard way. We mailed brochures, sometimes as many as 800, as requested to groups who never proceeded with their sale. BAKE & Co. buys these color brochures and then pays the expense to get them to you with start-up materials. First-time customers requesting more than 50 brochures are simply asked to produce a refundable deposit. If we never hear from you again, we process your deposit. If you proceed, your deposit is voided. The ONLY way you will ever pay for a brochure is if it does not generate at least one item sold. Example: Request 300 brochures, sell 200 items; we will add the cost of the brochure the 100 brochures that did not generate at least one item sold. IF this happens, it's usually because there was absolutely no promotion or publicity about your sale. We will do everything we can to help you with promotion and publicity!

### AMENDMENTS OR SPECIAL TERMS FOR THIS AGREEMENT ONLY

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## TERMS AND CONDITIONS - PLEASE READ BEFORE SIGNING

**It is expected that a fundraiser will begin within 30 days from the signing of this Sales Agreement. Beyond 30 days, terms relative to retail pricing, availability, and group profit structure are subject to change with notification to the Customer.**

**CONFIDENTIALITY:** All customer information is kept strictly confidential. We do not sell mailing lists. Faxed information is received at a secure location. Customer receipts bearing credit card information reveals only the last four digits of the number and paper files are kept in locked files.

**OUR GUARANTEE: BAKE & Co. offers an unconditional money-refunded guarantee on quality. We offer a full replacement or refund guarantee on any damaged items (we may ask for a digital photo so our supplier can be reimbursed by the shipping company).**

**TIME LINES:** On average, be prepared to allow five to 14 days to receive brochures, 14 days to sell, five days to process results, collect late orders, or to mail forms to tally center; and a minimum of 14 days for delivery. Each program has different services, minimums for free shipping, and profit structures as described above. Read them carefully.

**THE PROCESS:** In summary, the chairperson enlists help from volunteers to package and distribute brochure kits per seller. This includes the order-taker brochure, an announcement letter describing the purpose, goals, incentives and important dates; the sales receipt form for cash sales or charitable contribution receipts, and an optional money collection envelope. We provide other promotional materials as may be needed.

At your discretion, "kick-off" assemblies, parent meetings, and presentations are an important part of publicity that is best conducted so it does not interfere with student learning time. This is a valuable opportunity for students or parents to ask questions; announce incentives and build excitement into the fundraising process.

Instruct sellers to collect money at the time they accept the order returning both to the chairperson by the due date. **CHECKS SHOULD BE MADE PAYABLE TO YOUR ORGANIZATION, NOT BAKE & CO.** Check order forms to ensure totals have been carried down and across and the amount ordered and money received balance. Verify names as readable. If we are doing a tally for you, submit forms as instructed; otherwise, use our paper forms or our Excel spreadsheets to tally final results. We provide an Order Submittal Form for this purpose that may be sent via email or fax.

**SAMPLE PRODUCT:** Each program is different as are customers' needs; sample product will be on a case by case basis. We want you to be successful and believe that sample product on display is a useful promotional tool. We will make no-charge samples available at our discretion. If you wish to sample product but have not committed to a sale, we will ship samples at cost plus freight and charge your credit card; all or a portion of this cost will be refunded and will show as a credit at the conclusion of a sale on your final invoice. We cannot provide samples on custom imprint items.

Upon receipt of your order, we will prepare your invoice. This will be e-mailed as an attachment or faxed to you based on your preference. IF you do not receive an invoice within 2 business days, please call; we may not have received your order. **UNLESS YOU HAVE AN APPROVED PURCHASE ORDER, OR WE HAVE APPROVED CREDIT TERMS, PAYMENT IS DUE UPON RECEIPT OF INVOICE. FOR FIRST-TIME CUSTOMERS, WE DO NOT RELEASE YOUR ORDER UNTIL PAYMENT HAS BEEN RECEIVED.**

**AUTHORIZED SIGNATURE:** The person(s) signing this Sales Agreement under "Authorized Signature" on page one accepts financial responsibility on behalf of the organization to ensure payment in full to BAKE & Co. and may be held jointly liable for any unpaid balance or collection expenses.

**TAX IDENTIFICATION NUMBER:** BAKE & Co. Fundraising is a wholesale distributor; this means we only sell to customers who "resell" the products we supply and who can provide us with a tax identification number for their organization. The customer organization may or may not be exempt from collecting sales tax.

**SALES TAX:** Our printed materials do not include sales tax nor do we collect or pay taxes on a customer's behalf. The customer must determine if they are responsible for collecting sales tax or if they are tax exempt based on their non-profit status in the state where the sale is being held.

**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 balance due and unpaid past 60 days from shipping goes to legal counsel nearest your location for claims collection; customer incurs all collection fees.** 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. **Credit terms are extended on a case-by-case basis, but in all cases, the amount due is delinquent after 30 days from shipping; collection expenses are incurred at 60 days from shipping.** For first-time customers, we will release your order for shipping upon receipt of payment.

**PURCHASE ORDERS:** If your organization or school district is required to issue a purchase order to host a fundraiser, please note we accept these on a limited basis.

**BAKE & Co. terms are payment within 15 days of delivery.** Two recent credit references with contact information are required. We may agree to partial payment, with half paid prior to shipping, the balance due on delivery. In all cases, a paper copy of the actual Purchase Order from a district office must be faxed to BAKE & Co. (206) 938-1746 before we will release any order for shipping. Any balance due exceeding 60 days goes to counsel nearest your organization for collection at customer's expense. Payment in full is to be made by the due date regardless of any discrepancy needing remedy, e.g. a missing item or replacement.

For your safety, do not send credit card information in an e-mail!








**CANCELLATION:** If you cancel your sale and BAKE & Co. has already prepared sales materials and shipped brochures, you agree to pay a \$40 cancellation fee for our services. You will also forfeit your deposit if brochures are of a short-term seasonal type or not returned to us in a reuseable condition within 14 days of cancellation notice—customer pays shipping to return brochures.

**DELIVERY:** Goods are shipped directly from the manufacturer in bulk or packed by seller. BAKE & Co. accepts no liability for delays or errors due to conditions beyond our control, including but not limited to manufacturer's shortages, shipping delays or errors, loss or damage. Manufacturer's warranties apply. BAKE & Co. makes every effort to ensure timely and accurate delivery. In almost all cases, we provide a tracking number when your order has shipped.

Customer agrees to personally take delivery, count cases against the shipper's packing slip, and verify there is no external damage. Customer agrees to promptly open cases and count items against the BAKE & Co. invoice PRIOR to distribution to sellers or waives their right to free correction due to damage or omissions.

CHOOSE THE PROGRAM(S) YOU WISH TO USE FROM THE FOLLOWING LIST. IF NOT ALREADY INCLUDED ON PAGE ONE, WRITE IN THE DETAILS AS THEY APPEAR ON THE FOLLOWING LIST INTO THE SPACE PROVIDED ON PAGE ONE. BE SURE TO INCLUDE THE QUANTITY OF BROCHURES NEEDED, USUALLY ONE FOR EACH SELLING MEMBER OF YOUR GROUPS PLUS A FEW EXTRA. CALCULATE YOUR DEPOSIT AS NEEDED. A SIGNATURE IS REQUIRED BY A PERSON AUTHORIZED TO ENTER INTO A FINANCIAL OBLIGATION ON THE PART OF YOUR GROUP.

### ORDER-TAKER BROCHURES, SERVICES, AND PROFIT STRUCTURES

Code	Product	Items	Pages	Brochure Name	Retail	Broc Ea.	Qty	Deposit Amount
 FB-SS	Flower Seeds	18	6 pg	<b>Success Seeds Spring 2010</b> March 1 to May 15	\$6 - \$25	\$0.30		
	<b>Profit Plan:</b>	50% of Retail. Minimum order for free shipping is 30 items or add \$15.						
	<b>Services</b>	Ann. Ltr. Brochure w/detachable order form. Send us bottom strip of form for pack by seller and add \$.10 per pkg.						
 FB-S	Flower Bulbs	26	8 pg	<b>Flower Bulbs - Art in Nature for Spring 2010</b>	\$6 - \$27	\$0.30		
	<b>Profit Plan:</b>	50% of Retail. Minimum order for free shipping is 30 items or add \$15. You receive 200+ BONUS bulbs free on 500+ units sold.						
	<b>Services</b>	Ann. Ltr. Brochure w/detachable order form. Send us bottom strip of form for pack by seller and add \$.10 per pkg.						
 DEL-TUB	<b>Broc #D-101</b>	9	4 pg/wgrid	<b>Delish.Non-Froz Cookie Mx 3-lb Tub\$14 only</b>	<b>\$14.00</b>	\$0.30		
	<b>Profit Plan:</b>	50% of retail on 450+ items, 40% on less. No cheesecake mix. Min for free freight is 48 items.						
	<b>Services</b>	Announcement letters. Posters when available. Shipped to the piece. Student Tally, Sort & Pack Available, add 6%						
 DEL-TUB	<b>Broc #D-105F</b>	9	4 pg/wgrid	<b>Delish.Non-Froz Cookie Mx 3-lb. Tub\$15 + Ch'cake</b>	<b>\$15 and \$13</b>	\$0.30		
	<b>Profit Plan:</b>	50% Profit. Includes mix for 3 lb. cookie tubs, and 3 flavors of cheesecake. Minimum for free freight is 48 items.						
	<b>Services</b>	Announcement letters. Posters when available. Shipped to the piece. Student Tally, Sort & Pack Available, add 6%						
 Del-1/2Tub	<b>Broc #D-106F</b>	9	4 pg/wgrid	<b>Delish. Non-Froz. Cookie 1/2Tub \$10 + Ch'cake</b>	<b>\$10 and \$13</b>	\$0.30		
	<b>Profit Plan:</b>	50% Profit. Includes mix for 3 lb. cookie tubs, and 3 flavors of cheesecake. Minimum for free freight is 48 items.						
	<b>Services</b>	Announcement letters. Posters when available. Shipped to the piece. Student Tally, Sort & Pack Available, add 6%						
 DEL-TAG	<b>Broc CC-Tag</b>	3	4 pg/wgrid	<b>Tag - Delisheries Cheesecake Mix Pouches ONLY</b>	<b>\$13.00</b>	\$0.30		
	<b>Profit Plan:</b>	50% of retail on 450+ items, 40% on less. Minimum order for free freight is 48 items.						
	<b>Services</b>	Announcement letters. Shipped to the piece. Student Tally, Sort & Pack Available, add 6%						
 BB-08	Coffee	22	6 pg	<b>The Ultimate Beverage Collection for 2010</b>	\$11 to \$18	\$0.30		
	<b>Profit Plan:</b>	50% of Retail on 500 or more bags, 45% on less. Door posters available. Qty Posters (free)						
	<b>Services</b>	Announcement letter. Free tally, sort/pack by student on 500+ bags; add 6% of retail for this service on less or take bulk delivery.						
 BB-YA	Coffee	14	1 pg	<b>A Few of Our Favorite Things Year Around</b>	\$10 - \$14	\$0.20		
	<b>Profit Plan:</b>	50% of Retail on 500 or more bags, 45% on less. Door posters available. Qty Posters (free)						
	<b>Services</b>	Announcement letter. Free tally, sort/pack by student on 500+ bags; add 6% of retail for this service on less or take bulk delivery.						
 Picasso	Photo Canvas	Multiple	1 pg	<b>Pet / Child Photo to Canvas (Pet Picassos)</b>	\$99-\$249	\$0.20		
	<b>Profit Plan &amp; Services</b>	Brochures and a Free customized banner will announce your sale. Purchasers will enter YOUR GROUP CODE when they order direct online using a credit card at the supplier's site with portraits shipped to their address. Your group earns 25% of the sale before tax and shipping.						
 ITZAZU	Soap for Kidz	6	1	<b>ITZAZU Hand Soap / Santizer for Kidz</b>	\$5.50 - \$7.50	\$0.35		
	<b>Profit Plan:</b>	Profit 50% on \$3,000 in retail sales, 40% on less. One Free Itzazu Awards T-shirt for each \$1,000 in retail sales. Youth size S-XL						
	<b>Services</b>	Ann. Ltr., Brochure w/detachable order form on the back, or, you have the option to print your own forms in color.						
 IB-21	Batteries	21	4 pg	<b>Interstate Alkaline Batteries for the Home</b>	\$5 - \$35	\$0.30		
	<b>Profit Plan:</b>	40% of Retail. No minimum order.						
	<b>Services</b>	Announcement letter and posters. Direct on-line order entry. Summary reports, sort and pack by seller.						
 AROM-T	Candles	12	4 pg	<b>Aromalight "Soy Wax" Candles TRADITIONAL</b>	\$10 and \$15	\$0.30		
	<b>Profit Plan:</b>	Retail: \$10 and \$15. Your profit is 50% of retail and free shipping on 24+ candles.						
	<b>Services</b>	Support USA Agriculture! Announcement letter and tally forms. Allow up to three weeks for delivery.						
 AROM-P	Candles	12	4 pg	<b>Aromalight "Soy Wax" Candles PREMIUM</b>	\$11 to \$25	\$0.30		
	<b>Profit Plan:</b>	Retail: \$11 to \$25. Your profit is 50% of retail and free shipping on 24+ candles.						
	<b>Services</b>	Support USA Agriculture! Announcement letter and tally forms. Allow up to three weeks for delivery.						
 AV-2	Cocoa	4	1 pg	<b>Aspen Valley Gourmet Cocoa 2 lb. tins 4 flavors</b>	\$14-\$18	\$0.20		
	<b>Profit Plan:</b>	50% of retail or less depending on your selling price. Your cost: \$51.00/case (\$8.50 ea) on 288+ tins, \$54.00/case (\$9.00 ea.) on less.						
	<b>Services</b>	Price includes shipping and handling. Color pre-sale order form, announcement letter, and tally forms. Available for direct sale by the case.						
 AV-Gift	Cocoa	2	1 pg	<b>Aspen Valley Gourmet Cocoa 3 lb. Gift Pack</b>	\$20-\$24	\$0.20		
	<b>Profit Plan:</b>	50% of retail or less depending on your selling price. Your cost: \$16.00 ea. Includes shipping. Shipped to the piece, minimum 12 packs.						
	<b>Services</b>	Color pre-sale order form, announcement letter and tally forms. Available by the case for direct sale at events.						
 FR-Tees	T-Shirts	84	20 pg	<b>FundraisingTee\$ (Separate Agreement Form)</b>	\$15.00	n/a		Call 1-800-535-2253
 Flags	US Flags	10	1	<b>US Flags for Memorial Day / July 4th</b>	\$8 to \$30	\$0.30		
	<b>Profit Plan:</b>	Set your own retail pricing based on your cost from us to determine your group's profit. Average retail \$16, average profit \$5 to \$6.						
	<b>Services</b>	Ann. Letter and one-page brochure with order grid. Shipped to 48 states. Bulk. Minimum order for free freight is 24 items.						
 DodoBg	Dodo Bag	9	4 pg	<b>Cotton "Go-Green" Totes from The Dodo Bag Co.</b>	\$10.00	\$0.25		
	<b>Profit Plan:</b>	Your cost is \$6.00 per bag. Suggested retail of \$10 earns you 40% profit. Minimum for free freight is 20+ bags.						
	<b>Services</b>	Announcement letter and tally forms. Shipped bulk. No charge for freight. Custom imprinting available on 100+ bags.						
 SAFE-3	Safety Kits	3	1 pg	<b>First Aid Kits Home &amp; Auto and Fire Suppressant</b>	\$12.00	\$0.20		
	<b>Profit Plan:</b>	First Aid Kits 50% of Sugg Retail, Fire Suppressant 40% of Sugg Retail. Minimum order for free shipping is 30 items.						
	<b>Services</b>	Announcement letter. Available for bulk case purchase for direct sale at special events.						
 SupCed	Firestarters	1	1 pg	<b>SuperCedar FireStarters</b>	\$11.00	\$0.35		
	<b>Profit Plan:</b>	Your cost is \$6.60 per box, \$6.00 per box for Washington State residents. Minimum order is 18 boxes. Price includes shipping.						
	<b>Services</b>	Announcement letter and tally forms. Shipped to the box piece. Also available for full case purchases for direct selling						
 FB-F	Flower Bulbs	24	8 pg	<b>Flower Bulbs - Nature in Bloom for Fall 2010</b>	\$6 - \$25	\$0.30		
	<b>Profit Plan:</b>	50% of Retail. Minimum order for free shipping is 30 items or add \$15. You receive 200+ BONUS bulbs free on 500+ units sold.						
	<b>Services</b>	Ann. Ltr. Brochure w/detachable order form. Send us bottom strip of form for pack by seller and add \$.10 per pkg.						
 FB-PT	Flower Bulbs	26	8 pg	<b>Flower Bulbs - Pink Tulips for Breast Cancer</b>	\$6 - \$27	\$0.20		



**Profit Plan:** 50% of Retail. Minimum order for free shipping is 30 sets or add \$15. Fall Program only.  
**Services** Ann. Ltr. Brochure w/detachable order form. This is a special program for Fall 2010.