

2018-2019 Fundraising Catalog Order Form: **ORDER SUMMARY** (blue tab at bottom)

Wholesale orders over \$135 get free shipping.
This is about \$190 in fundraising catalog prices (or amount collected).

Equal Exchange Fundraising
2018-2019

• Email: communityorders@equalexchange.coop • Phone: 774-776-7366 • Fax: 508-587-5955

Bill to		Ship to	
Customer ID:		Same as Billing?	
Organization:		Organization:	
Attn:		Attn:	
Billing Address:		Shipping Address:	
City, State, Zip:		City, State, Zip:	
Daytime Phone:		Daytime Phone:	
Email Address:		Email Address:	

**From May 1st to September 30th, a \$10.00 handling fee will be added to any orders with chocolate.*

Code	Product Name	Price List	Quantity	Total Price
A1 18205	Dark Chocolate Caramel Crunch w/Sea Salt - 1 Bar	\$2.40	0	\$0.00
B1 18301	Milk Chocolate Caramel Crunch w/Sea Salt - 1 Bar	\$2.40	0	\$0.00
C1 18201	Dark Chocolate with Almonds - 1 Bar	\$2.40	0	\$0.00

Instructions Enter Orders **Order Summary** Customer Service Use

Total Number of Items	10
Total Amount Collected	\$140.00
Total Amount Due to Equal Exchange	\$93.95
Total Profit	\$46.05
Percent Profit Earned	33%

Catalog pricing
Wholesale pricing

These two cells are formulated to automatically include shipping costs if your wholesale total is below \$135 and the "Total Profit" and "Percentage Profit Earned" boxes will reflect true numbers so you can see what you earned from your campaign.



IMPORTANT NOTICE Chocolate melts. Therefore, we have a chocolate shipping policy put into effect during warm months (May through September). Any fundraising order containing chocolate that is shipped during this time requires a cold pack which has a flat fee of \$10, no matter the size of your order.

This spreadsheet is smart! It knows the date you're filling it out. If it is between May 1 and September 30 and chocolate is part of your order, it will automatically add the \$10 chocolate shipping fee. To save you from doing the math, this form will include the \$10 fee and adjust your profit accordingly.

> **Please note:** You, our fundraising partner, are very special to us! For this reason, we only allow for the shipping of individual chocolate bars during warm months for you. All other customers (web, retail, wholesale or otherwise) can only order chocolate by the case.

Thank you! Still have questions? Please email fundraising@equalexchange.coop or call Customer Service at 774.776.7366