

# ADK Fragrance Farm Fundraising

**Please read BEFORE starting your sale.**

**If you need any assistance please contact us at 315-265-1776**

## START YOUR FUNDRAISING SALE

**Fundraising Seller Packets:** Before starting your sale please verify with us that you have received the correct number of seller packets. Each team or individual participating in your fundraising sale should receive one packet.

**Define the purpose of your sale:** Who will the money collected benefit? Why is the money needed? Is there a timeframe for your fundraiser?

**Promoting Your Sale:** If you are a school you could make use of announcements, newsletters, rallies, school email, bulletin boards, social media and your website too!

**Volunteers:** Be sure to remind your volunteers that you will need assistance with order processing, money counting, and product distribution on delivery day. We recommend getting 2-5 people to assist with the tasks.

**Order Forms:** Be sure to include all required information on each sheet. If you need additional order forms you may go online to [www.adkfragrancefarm.com](http://www.adkfragrancefarm.com), click on *Fundraising* tab, and select *Forms* from the drop down menu.

**Tallying Orders:** Please verify that the product ordered and the money collected agrees. You will receive an email confirmation upon completion of order tally by ADK Fragrance Farm Fundraising.

**Product Reference Sheet:** Find a complete listings of all products under the fundraiser tab at [www.adkfragrancefarm.com](http://www.adkfragrancefarm.com). Click the *Product List* tab from the drop down menu.

**Sales Tax:** Local sales tax rates will apply unless a copy of your organization's tax-exempt documentation is provided.

**Online Shopping:** Your organization will receive a code that your customers may use at checkout should they choose to shop on our site. This code will assure that your organization get credit for the sale and earns 35% of that sale total (minus shipping when applicable).

## END OF FUNDRAISING SALE

### **Prepare Order Forms:**

- Make sure all information is filled out on each form and that the information is legible!
- Verify that the amount of money collected matches the amount of orders taken.
- If checks are received, it is always a good idea to put the seller's name on the memo line of the check.

**Late Orders:** Please submit all of your orders at one time. Items may not be added after the order has been submitted.

**Payment:** Customers paying by check should make checks payable to your organization, NOT to ADK Fragrance Farm.

Payments are to be made at the time of order.

**Delivery:** Products will be shipped or will be available for pickup at the ADK Fragrance Farm factory in Potsdam within 7 days of receipt of order forms.

**Problems, Errors, Missing or Damaged Items:** Any errors or problems with your order should be reported to us over the phone at 315-265-1776 or via email to [Kelly@adkfragrancefarm.com](mailto:Kelly@adkfragrancefarm.com)

**Substitutions and Back Orders:** All orders are subject to availability. If an item is not available we may:

1. Substitute a similar or like item
2. Back order.

When items become available we will ship the original back ordered items directly to your organization, labeled with individual seller name.

**Returns/Exchanges:** Call us at 315-265-1776 or email [Kelly@adkfragrancefarm.com](mailto:Kelly@adkfragrancefarm.com)