

ALL ORDERS MUST BE RECEIVED BY FRIDAY 27th APRIL 2018

ORGANISATION:	ACC #:
DELIVERY ADDRESS (Please provide a physical address as your order will be sent via courier)	
Attention or C/-:	
Address:	
Suburb:	State: Postcode:
Contact Number: Phone: ()	Mobile:
Accounts Contact: Name:	Phone: ()
Can your fundraising order be delivered to this address during the school holidays? If you have selected no, your order may be delayed as it will be held for delivery until the new school term.	
YES	<input type="checkbox"/> NO <input type="checkbox"/>

PROFIT CALCULATOR	(For orders \$200 and over)
Please fill in the following to calculate the payment to be forwarded with your order sheets.	
Number of Order Sheets Returned:	
Grand Total of all Sales: (Must be over \$200 to be eligible for your profit)	\$
Your Profit: (You keep 40% on sales \$200 and over & 50% on sales over \$1000)	\$
Garden Express Fundraising: (Grand Total of Sales less Your Profit)	\$
Add \$25 Courier Delivery Charge:	+ \$25.00
TOTAL AMOUNT PAYABLE: (Garden Express Fundraising + \$25 Courier Charge)	\$

PAYMENT DETAILS	(Please include one method of payment)
I have enclosed a Cheque / Money Order for the full amount of Please make Cheques and Money Orders Payable to GARDEN EXPRESS FUNDRAISING.	\$
Direct Debit: Account Name: Garden Express Bank: National Australia Bank (NAB) BSB No.: 083-739 Account No.: 538 141 323	Please use your 'ACC #' above as your payment reference when making payment by Direct Debit.
Please charge my credit card \$ _____ <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express Credit Card Number: _____ Expiry Date: _____ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Cardholder's Name: _____	Signature: _____

PLEASE NOTE: A Tax Invoice will be forwarded to you with the delivery of your order, if a Proforma Invoice is required please complete this form and return with all order sheets and a Proforma Invoice can be emailed. Orders cannot be dispatched until full payment has been received. **There is a minimum order of \$200 to be eligible for 40% profit and \$1000 for 50% profit.**

<input type="checkbox"/> Proforma Invoice Required.	Please provide an email address to send to: _____
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IMPORTANT: This form should be placed with your payment in the remittance envelope provided. Please make sure the remittance envelope is with your order sheets and return to: Garden Express Fundraising, Reply Paid 68541, Monbulk, Vic 3793. Garden Express takes no responsibility for lost orders, please read all conditions on the back of this page.

PLEASE READ CAREFULLY ALL CONDITIONS OF THE GARDEN EXPRESS 2018 FUNDRAISING PROGRAM

A grand total of sales \$200 and over must be reached for your organisation to be eligible for the 40% profit. Orders under the minimum will still be accepted but they will be charged at full retail price and will incur an additional freight charge. Orders with a grand total over \$1000 will be eligible for 50% profit.

The closing date for the program is Friday 27th April 2018. Unfortunately we are unable to process any orders received after this date. Garden Express strongly suggests returning your orders prior to the school holidays and where possible provide an alternative delivery address so your order can be received during the holiday period. If an alternative delivery address was not provided when registering your order will be held until the return of term two.

Late orders under \$100 and received after your organisations initial order may be charged at full retail price and may incur an additional freight charge.

Deliver times. All orders must be received no later than the 27th of April 2018. Once received your orders will be dispatched within 10-14 working days, however during peak times this maybe a bit longer. Delivery dates that fall during term one school holidays will arrive at the start of term two unless an alternative delivery address is provided.

In the unlikely event that a variety sells out, the closest possible alternative will be substituted at equal or greater value. Full payment must be received prior to the dispatch of your order.

To be eligible for the free 100 Yellow Daffodils your organisation must participate in the 2018 fundraising program and reach a minimum of \$200 Grand Total of all Sales.

We courier deliver your complete order to you for one flat rate of \$25 Australia wide. All individually labeled with seller's name and buyer's name. No counting, no sorting, no packing orders or labeling for hours (or days!) - it all comes complete.

**REMEMBER - WE KEEP THE ORIGINAL ORDER FORMS YOU SEND US,
SO BE SURE TO MAKE A COPY FOR YOUR RECORDS.**

**TIPS FOR A SUCCESSFUL
FUNDRAISER**

- Establish a Goal and tell everyone!
- Distribute the brochures & encourage outside interest!
- Utilise the space on the order form to help increase profits.
- Promote the fundraiser using newsletters and keep everyone updated on the progress.
- Run the activity over 2-3 weeks to keep people enthusiastic
- Reminders dramatically improve sales through newsletters and personal prompts.
- Reward your highest sellers to increase sales.
- Congratulate participants on a great fundraiser.
- Promote your success.

CHECK LIST

- Establish your Goal
- Set your fundraiser period
- Distribute your Brochures
For approx. 2 weeks
- Promote your Fundraiser
A4 & A3 Posters can be downloaded
from www.fundraiserexpress.com.au
- Copy and Collate all
Returned Orders
- Complete your remittance
- Send your Orders back to us
Using the envelope provided in your
Coordinators Pack.

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