Mother's Day Gift Shop

Spring 2017 Program Agreement

School:	School Phone: ( )
Address:	School Fax: ( )
City/State/Zip	Principal:
School District:	Principal E-Mail:

Chairperson:	President:
Home Address:	Phone: Cell:
City/State/Zip:	E-Mail:
Phone: Cell:	Treasurer:
E-Mail:	Phone: E-Mail:

School Enrollment:	Grades Served:	# of Classrooms:	Sponsoring Organization:

Organization chooses retail pricing to make profit margin of (Initial choice): 25%_____ 15%_____ 10%_____ Will set prices on our own_____

Mother's Day Gift Shop Sales Dates:_____

Amount paid previous vendor: $	% profit used last time:	# of sales days last time:

Initial Choices: _____Bilingual Flyers (English/Spanish) _____Extra selection of gifts under $2.00 retail

_____We WILL use the programmed cash register, we will NOT_____ _____We will use NO INVENTORY billing summary.

_____We request use of ROLLING METAL DISPLAY CASES, or _____We request the PREPACKED BOXES instead.

Note: rolling metal display cases are subject to availability based on location of school and date agreement is received by Fund Resources.

BONUSES - Sign up by April 17, 2017, and receive the following:

1. 4% discount off Valentine's Day Gift Shop merchandise sub-total on billing summary.
2. Loyalty Reward certificates.

Fund Resources will provide and do:

1. A selection of gift merchandise for students to purchase.
2. Announcement flyer, savings bank, money envelope, gift list and shopping bag for each student.
3. Gift bags for gifts, posters, tablecloths and Chairperson's Instruction Booklet.
5. Inventory sheets, price guides, and preprogrammed cash register with pricing based on organization's choices above.
6. Deliver/ship the merchandise free, during our designated delivery date to organization's area.
7. Provide daily re-orders of additional inventory, subject to re-order request being received by 2:00 pm CST, and review of quantities by Fund Resources. We do our best to deliver the next day but all reorders are subject to where your school is located. Manner of delivery is chosen by Fund Resources.
8. Take back ALL unsold and unmarked merchandise.
9. For schools with less than 150 students, use of the cash register, rolling metal display cases and sign-up bonus must be confirmed by Fund Resources.

Organization agrees:

1. To sell no other commercial merchandise in shop.
2. To NOT mark on or put price stickers on any merchandise to be returned.
3. To provide proper tax exemption form, and understands that by setting the retail prices above, organization is responsible to file sales taxes to the state.
4. To provide tables to display merchandise and to cashier.
5. To provide the volunteers needed to run the shop.
6. To run the shop for a minimum of 3 days and during school hours.
7. To keep track of all funds collected daily.
8. To re-box all left-over merchandise on the last day of the sale.
9. To return all product, unused supplies and bags; and if shipping back leftovers, to use Fund Resources' prescribed manner and labels.
10. To complete al necessary paperwork according to terms below.
11. Organization may cancel this agreement at any time. Cancellations must be in writing. Cancellations received within 60 days of sales dates, incur a $150 cancellation fee, those received within 30 days of the sales dates incur a $250 cancellation fee.

Terms: Payment by organization is to be mailed to Fund Resources, Inc., 4550 S. Wayside, Suite 100, Houston, TX 77087, post- marked no later than the first Tuesday following the scheduled end of the program at the school. Either a (1) completed Standard Billing Summary and filled out set of return inventory sheets; or (2) a completely filled out No-Inventory Billing Summary, must be included with the payment. Payments not postmarked by the due date automatically incur a 10% Late Charge, and a service charge of 1 ½% per month (.05% per day/APR=18%) will be applied to all past due invoices. Organization loses bonus discount off merchandise sub-total if payment is not made on time, or if final billing amount of program is not at least $1,000.00.

Fund Resources Representative:

_____

Fund Resources, Inc. **E-Mail: fundresources@att.net**
4550 S. Wayside, Suite 100, Houston, TX 77087
Phone: (713) 649-2100 or (800) 327-2106
Fax: (713) 649-2199 **www.fundresources.net**

I have read and understand the front & back of this agreement.

Sponsoring Organization Representative:

Signature_____

PrintName:_____Date:_____

Title_____

Phone:_____

E-Mail:_____