

To schedule your school, simply fill out this agreement, sign and fax both sides to 800-373-6733.

HOLIDAY WONDERLAND GIFT SHOP® Program Agreement for school librarians for FALL 2012

Date Received:

School:		School Phone:	
Address:		School Fax:	
City/State/Zip:		Principal:	
Librarian:		Chairperson:	
Work Phone: Cell Phone:		Home Address:	
E-Mail Address:		City/State/Zip:	
		E-Mail Address:	
		Home Phone:	
		Work Phone: Cell Phone:	
PLEASE INITIAL CHOICE OF SALES DATES BELOW: _____ Nov. 12 - 16, 2012 (Pre-Thanksgiving) _____ Nov. 26 - 30, 2012 (Best Choice) _____ Dec. 3 - 7, 2012 _____ Dec. 10 - 14, 2012 _____ Dec. 17 - 21, 2012 _____ Other Dates: _____		Number of Students: _____ Sponsoring Organization: _____	
		Grades Served: _____	What days are students off for Thanksgiving holiday?
		What is last school day before Christmas Holiday?	
Did your group hold a in-school holiday sale in fall 2011?		Company used: _____	
IMPORTANT! If you did not work with us last year, approximate amount paid that company: \$ _____ Profit % used last year: _____ %			
Sign up Sept. 30, 2012, for the 2012 SANTA'S WONDERLAND SHOP/HOLIDAY WONDERLAND SHOP PROGRAM and receive the following bonuses:			
1.) 7% Discount off your 2012 merchandise sub-total.		4.) Free Savings Bank and Gift List for each student. Note: items marked	
2.) Free Mug for each teacher (1 per 20 students) *		5.) Membership in our Loyalty Rewards Club and it's bonuses. with * will be	
3.) Free use of cash register during program.		program in fall.	

PROFIT MARGIN: Organization determines resale prices of gifts, not Fund Resources. If running the sale as a service project, Fund Resources recommends using retail prices for making 10% or 15% profit. Otherwise, it's best to use the retail pricing for 25% profit. Regardless, the organization simply raises or lowers retail prices to fit the organization's needs: PLEASE INITIAL CHOICE OF PRICING STRUCTURE TO BE USED:
25% Profit _____ 15% Profit (Recommended) _____ 10% Profit _____ Set prices when merchandise arrives at school _____

NOTES ON PROFIT: You will make 30.25% profit by choosing the 25% profit retail prices and signing up early to get the 7% discount off your bill.

PROGRAM NAME: We will call the program _____ SANTA'S WONDERLAND GIFT SHOP _____ HOLIDAY WONDERLAND GIFT SHOP

OPTIONAL GIFTS, SERVICES and SUPPLIES: (Please initial appropriate blank to receive any of the following items.)

- _____ BILINGUAL FLYERS (English/Spanish)
_____ RELIGIOUS GIFTS - Small optional selection of gifts with religious theme, on consignment.
_____ BARGAIN VALUE GIFTS - Additional selection of gifts with retail prices under \$2.00, on consignment.

NOTES:

SPECIAL PRE-THANKSGIVING SALE DISCOUNT: Receive a 3% discount off your bill's merchandise sub-total for holding the program before Thanksgiving. Returns and payment MUST be received by Fund Resources BY THE WEDNESDAY BEFORE THANKSGIVING to receive the discount. Sign here to show you understand the discount rules: _____	
CASH REGISTER ON LOAN: Sign here _____ to request Fund Resources to loan the use of a cash register during the sale. Unless noted above as "free use" of cash register, school agrees to pay \$20.00 rental fee on cash register. Cash register subject to availability and must be requested before Oct. 15th.	
NO-INVENTORY PROGRAM: School sells all items at suggested prices provided by Fund Resources. At end of program, school reports total income and takes profit using Billing Summary provided by Fund Resources. Beginning and ending inventory by school not required, however, Fund Resources will inventory returns to verify that payment matches merchandise use. Details on back of agreement. SIGN HERE TO CHOOSE NO INVENTORY PROGRAM: _____	
Note: Unless special request is made below, all shops will be packed in a standard prepack style which includes simple set-up diagram and supplies.	
DISPLAY CASES: Sign here _____ to request that the gifts be packed in our unique ROLLING METAL DISPLAY CASES on WHEELS. Subject to availability and rules on delivery/pickup. Houston/SA/Beaumont/Austin/Killeen/DFW/Bryan/Corpus/Victoria metros, western Louisiana, and selected areas in-between only.	
TERMS: Payment is to be mailed to Fund Resources, Inc., 4550 S. Wayside, Suite 100, Houston, TX 77087, postmarked no later than the first Tuesday following the scheduled end of the program at your school. Either a (1) completed Standard Billing Summary and filled out set of return inventory sheets; or (2) a completely filled out and signed No-Inventory Billing Summary, must be included with payment. Payments not postmarked by due date automatically incur a 10% Late Charge, and a service charge of 1 1/2% per month (.05% per day/APR=18%) will also be applied to all past due invoices.	
TAX EXEMPTION CERTIFICATE: Merchandise provided by Fund Resources for this program is sold on a wholesale basis. Sponsoring organization is solely responsible for collecting any sales tax on sale to students/parents, etc. at retail level. Any tax collected must be submitted to the state by the sponsoring organization. It is up to the sponsoring organization to determine whether this is one of their tax exempt projects. Therefore, it is necessary for the sponsoring organization to provide a signed resale certificate or tax exemption certificate to Fund Resources covering this sale.	
Fund Resources Representative signs below: _____ Fund Resources, Inc. 4550 S. Wayside, Suite 100, Houston, TX 77087 Phone: (713) 649-2100 or (800) 327-2106 Fax: (713) 649-2199 or (800) 373-6733 E-Mail: fundresources@att.net Website: www.fundresources.net	SPONSORING ORGANIZATION REPRESENTATIVE signs below: I have read and understand both sides of this agreement. Signature: _____ Print Name: _____ Date: _____ Title/Position in Organization: _____ Home Address: _____ City/State/Zip: _____ Home Phone: (_____) _____ E-Mail: _____

OTHER IMPORTANT INFORMATION

Fund Resources, Inc. will provide:

1. A deluxe selection of gift merchandise provided ON CONSIGNMENT.
2. FREE supplies including:
 - a. Decorative Gift Bags for each gift
 - b. Shopping bags for each student
 - c. Table cloths for display tables
 - d. Set-up supplies
 - e. Large "Door Panel" to decorate the room or door
 - f. Announcement flyer with message to parents
 - g. Money control envelope for each student
 - h. Posters for school promotion of sale
3. Easy-to-use inventory and payment system.
4. A PLANNING GUIDE to help you organize your workers and get prepared to hold the program.
5. An INSTRUCTION BOOKLET to guide you step-by-step through the sale.
6. Fund Resources pays to ship the merchandise to the school and will accept back merchandise sent back in the proper manner as shown on the Master Shipment Summary (and in the Instruction Booklet).
7. Fund Resources will take back all unsold merchandise for full credit as long as Return Instructions printed below are followed. (No credit will be given for items returned individually marked by organization with stickers, etc.
8. Reorder service is available. See Instruction Booklet for details.

Organization Will:

1. Organization agrees to follow instructions provided by Fund Resources in the Instruction Booklet.
2. Organization agrees to return left-over merchandise promptly according to the instructions.
3. Organization agrees to make payment on time according to the terms of this agreement.
4. For use of No Inventory Billing Summary, organization must fill out the summary completely. Organization is not required to take an ending inventory, however, organization understands that Fund Resources reserves the right to verify the accuracy of the sales reported on the billing summary.
5. Organization agrees to hold the program during the school day, bringing all students through the sales area in an orderly fashion, such as by classroom, thereby giving every student the opportunity to purchase gifts.
6. Organization agrees to provide a signed State of Texas Exemption/Resale Certificate.
7. Cancellations: Organization agrees and understands that by signing this agreement, the organization is inducing Fund Resources to purchase and reserve merchandise and supplies needed to run this program and that cancellation of the agreement will result in financial loss to Fund Resources. However, organization may cancel this agreement with no penalty if written cancellation letter is received by Fund Resources by Sept. 30, 2012. Verbal or phoned cancellations are not accepted. For cancellation after Sept. 30, 2012, organization agrees to a \$250.00 cancellation penalty. After October 31, 2012, the cancellation penalty is changed to \$350.00. Regardless of when agreement is cancelled, organization agrees to return at organization's expense all supplies, booklets, bonuses, sign-up incentives and/or merchandise already sent to the organization. Said returns to be sent back to Fund Resources within 7 days.

Basic Information:

In consideration of the consignment privilege, organization agrees to have no other merchandise in Santa's Shop Holiday Shop without Fund Resources' written permission. Organization agrees to pay for all merchandise not returned to Fund Resources according to the terms of this agreement.

Return Instructions:

Specific instructions for each organization are printed in the Master Inventory Packet give to the chairperson at time of delivery. Leftovers are to be ready for pickup or shipment within two (2) working days after the shop ends. Due to location of school (particularly those located outside the Houston metro area), organization may be required to ship back the leftovers via USPS or UPS. In some cases, the organization may need to prepay the return shipping. In such cases, a blank is provided on the billing summary for the organization to immediately deduct the applicable shipping charges when paying the merchandise bill to Fund Resources. All applicable paperwork MUST be mailed to Fund Resources at the same time as payment is mailed by placing in same envelope. NO leftover merchandise may be returned for credit after January 8, 2013, without written permission.

Organization clearly understands that this is a self-serve program when it comes to paying Fund Resources. All paperwork needed to calculate organization's own bill is provided at delivery. The 10% late penalty is an automatic charge if payment is not postmarked by due date so it important for the organization to contact Fund Resources if the payment is going to be late or you need help.

For librarians who are submitting billing summary to school district to pay the bill, librarian must fill out billing summary and fax a copy of the completed billing summary to Fund Resources at 713-649-2199 BEFORE going on Christmas holiday break. We are easy to work with on the payment of the HWGS bill, however, we must be notified in writing by fax or e-mail if payment is not going to be made in the normal manner - by the first Tuesday after the sale ends. And, no waiting until January to count the money or to fill out the paperwork.

After Fund Resources receives the payment and paperwork, Fund Resources will review the math to make sure that the calculations are accurate. Fund Resources will issue a final invoice after the review, issuing a refund for overpayment or a bill for any balance due. invoice after the review, issuing a refund for overpayment or sending a bill for any balance due.

Signed: _____ Date: _____