

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

SECRET VALENTINE GIFT SHOP / MOTHER'S DAY BOUTIQUE PROGRAM AGREEMENT for Spring 2012

Date Sent:

Date Received:

School:		School Phone:	
Address:		School Fax:	
City/State/Zip:		Principal:	
President:		Chairperson:	
Home Address:		Home Address:	
City/State/Zip:		City/State/Zip:	
E-Mail Address:		E-Mail Address:	
Home Phone:		Home Phone:	
Work Phone:	Cell Phone:	Work Phone:	Cell Phone:
We will hold the SECRET VALENTINE GIFT SHOP (initial here) _____			
We will hold the MOTHER'S DAY BOUTIQUE (initial here) _____			
PLEASE INITIAL CHOICE OF SALES DATES BELOW:			
_____ Jan. 30 - Feb. 3, 2012		_____ April 30 - May 4, 2012	MDB
_____ Feb. 6 - 10, 2012		_____ May 7 - 11, 2012	MDB
_____ Feb. 6 - 13, 2012		Number of Students:	Sponsoring Organization:
_____ SVGS		Grades Served:	

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 _____

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

_____ BILINGUAL FLYERS (English/Spanish)

_____ BARGAIN VALUE GIFTS - Additional selection of gifts with retail prices under \$2.00, on consignment.

Sign up December 16, 2011, for the 2012 SECRET VALENTINE GIFT SHOP or MOTHER'S DAY BOUTIQUE and receive the following bonuses:

- | | | |
|-------------------------------------------------------------|-----------------------------------------------------|--------------------------------|
| 1.) 5% Discount off your 2012 merchandise sub-total. | 3.) Large Plush Animal for a drawing or door prize. | 5.) Free use of cash register. |
| 2.) \$100.00 Retail Value prepacked box of free merchandise | 4.) Free GIFT LIST for each student. | |

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 and selected areas in-between only.

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.

SIGN HERE TO CHOOSE NO INVENTORY PROGRAM: _____

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 ½% 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 to school 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 organization to provide a signed resale or exemption certificate to FRI.

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

SPONSORING ORGANIZATION REPRESENTATIVE signs below:

I have read and understand this agreement.

Signature: _____

Print Name: _____ Date: _____

Title/Position in Organization: _____

Home Address: _____

City/State/Zip: _____

Home Phone: (_____) _____

E-Mail: _____

SVGS/MDB 2011 - 10/11 - LOCAL

OTHER IMPORTANT INFORMATION

Fund Resources, Inc. will provide:

1. A deluxe selection of gift merchandise provided ON CONSIGNMENT.
2. FREE supplies including:
 - a. Shopping bags for each student
 - b. Table cloths for display tables
 - c. Set-up supplies
 - d. Announcement flyer with message to parents
 - e. Money control envelope for each student
 - f. 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 printed below and in the Instruction Booklet.
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, plus, if necessary, organization's Limited Sales Tax Permit Number. Since this is a wholesale purchase made by the organization from Fund Resources for the purpose of resale or as a fund-raiser, organization understands that as the final seller, the organization is responsible for paying to the state any state sales/use tax collected or due on this program.
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 Dec. 31, 2011. Verbal or phoned cancellations are not accepted. For cancellation after Dec. 31, 2011, organization agrees to a \$100.00 cancellation penalty.
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 with 7 days.

Basic Information:

In consideration of the consignment privilege, organization agrees to have no other merchandise in Santa's Secret Shop/Holiday Gift Shop without Fund Resources' written permission. Use of other merchandise in the sale without Fund Resources' written permission will result in the loss of the organization's right to return ANY merchandise for credit. Failure to hold the program after the merchandise is delivered will result in the loss of the consignment privilege. Organization agrees to pay for all merchandise not returned to Fund Resources according to the terms of this agreement. All paperwork submitted by the organization is subject to verification by Fund Resources. All renewal discounts and sign-up incentives will be forfeited by organization if payment is not made by due date.

Return Instructions:

Specific instructions for each organization are printed in the Master Inventory Packet given 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.

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 is important for the organization to contact Fund Resources if the payment is going to be late or you need help. 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: _____