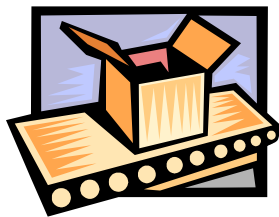


For the Sponsor *Fundraising*



Delivery Day Details

Today marks the beginning of the end of your fundraiser. You are in the home stretch! Your tasks now include distributing the products and accounting for the proceeds.

DMI Fundraising is providing helpful documents to assist you with these important jobs. If you have any questions about your reports, call (800) 628-5905.

Helpful Reports

Box Count Sheet

Totals number of cartons you will receive. Quantities listed for each class/group.

Profit Totals by School ID

Summary sales totals for overall program.

Invoice

Total of product sales and wholesale amount due to DMI Fundraising. **Special Note:** All shipments are invoiced separately. If you receive multiple shipments, expect more than one invoice.

Program Coordinator Worksheet

Sales total by product item code.

Sales Leader Ranking

Lists top sellers in each class/group.

Teacher Collection Worksheets

Tally report of products sold by each participant. Sellers are listed alphabetically in each group.

Sponsor Box Contents

Occasionally the sponsor box will contain information regarding backorders and substitutions. If either circumstance arises you will receive:

Partially Packed Product Totals

Lists backordered items that have not been delivered with this shipment. These items that are temporarily out-of-stock from the manufacturer and will ship as soon as they are available (usually by the next week).

Partially Packed by School ID

Lists the items backordered and identifies the participants who are receiving yellow backorder slips with the message: *“Delivery of item (code#) from the (name of catalog) is delayed. This item will arrive at school in a few days. Thank you for your patience.”*

Substitution List

Lists items that have sold out. A replacement item of greater value and a free gift was sent automatically. The customer may keep the sub and the free gift, or return both for a refund.

If you have any questions or need a report in an electronic format, please call (800) 628-5905. We are happy to assist you.

DMI

Fundraising.com

800-628-5905

