



## COORDINATORS WORKSHEET

This worksheet must be completed and mailed prior to the start of selling. This form keeps track of your dates and responsibilities and acts as an agreement between your organization and The Kettle Boys, Inc. You must give us two weeks (14 days) once your order is placed, before delivery. Example, if you sell from March 1-14, the earliest delivery/pick up could occur is March 28. See "Payment" below for more details.

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Coordinator Name: \_\_\_\_\_ ♦ Organization: \_\_\_\_\_

♦ Selling Dates (Begin): \_\_\_\_\_ ♦ Orders Due (End): \_\_\_\_\_  
We recommend 2 to 4 weeks of selling time. Any more than that and sellers tend to lose interest. Also, allow for 2-5 days to collect all orders at the end of selling.

♦ Order Date: \_\_\_\_\_ ♦ Delivery Date: \_\_\_\_\_  
Please phone your order in to 207-351-2767 as soon as you complete selling. Then mail your order sheets (All of them, not a summary) along with this form to the address below. Retain copies of your sheets for delivery. For payment info, see below.

♦ Delivery Time: \_\_\_\_\_ ♦ Delivery Place/ Address: \_\_\_\_\_  
Make certain that the place you are designating does not have a scheduled meeting, lunch, event or other function.

OR

♦ Pick up Date: \_\_\_\_\_ ♦ Pick Up Time: \_\_\_\_\_  
You may arrange to pick up at the Kettle Boys. We will arrange directions when you commit to this option.

♦ Payment: Payment is a two-step process.

Step 1:

Customers pay your sales people when they order and you deposit the funds in your organization's bank account.

Step 2: Payment for your order must occur two weeks prior to delivery. We do not set a pop date until payment is received. So make sure you get your payment in quickly. We must have two weeks to schedule your pop for the desired delivery date. Please make payment to "The Kettle Boys, Inc." We accept check or money order only for fundraising orders.

For Kettle Boys Use Only:

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\_\_\_\_\_ Total # of Medium Bags \_\_\_\_\_ Total # of Large Bags

\$ \_\_\_\_\_ Gross Sales      \$ \_\_\_\_\_ Net Sales