

RUBI REDS FUNDRAISER PROCEDURES

Thank you for considering Rubi Reds for your fundraising efforts. Our program is unique in many ways and is especially appealing for the quality of our Wisconsin made products which highlight the cranberry, Wisconsin's #1 fruit crop.

- 1. Inform your sellers and online customers of the date their orders should be placed.** We will need your orders 10 business days before your preferred delivery date.
- 2. Share the website with your sellers:** www.rubiredsfundraiser.com. This is a separate website from Rubi Reds regular store. You can share the form email (it will be emailed to you once your sale is set up).
- 3. Go out and sell using our sales brochures.** Sellers should collect payment at the time of order (payable to your organization). **Checks should be made payable to your organization, not Rubi Reds.** You will submit one check to Rubi Reds from your organization.
- 4. Your organization will earn 40% of your total sales to customers.** Prices in the brochure reflect the cost to your customer. Rubi Reds will calculate the profit from the online sales on your final invoice (as a credit).
- 5. Tally your orders from physical sales (brochures).** An Excel file will be provided via email. Please send Ruby Reds totals via email, phone, or USPS. We will confirm and then start processing your order as soon as we receive it. Rubi Reds will track and include online customer purchases and inform you of the totals and your profit.
- 6. You may pick up your order at our Wisconsin Rapids location, or we will offer free shipping/delivery within a 90-mile radius of Wisconsin Rapids.** If you are outside the 90-mile radius, please call to discuss your shipping options. Should shipping charges apply to your completed order, that amount will be deducted from your profit check (explained below).
- 7. An invoice will be emailed, including all submitted orders from your tallies and online sales.** The invoice will reflect 40% of the profit from online sales and any shipping charges (if applicable). Final payment within 10 days of receipt of the invoice is requested unless otherwise determined for a specific date.
- 8. Following product delivery from Rubi Reds, your organization is responsible for dividing and delivering the orders to your regular customers.** Your organization is also responsible for delivering any online orders from customers who choose that option. These online orders will be packaged separately when you receive them. A spreadsheet for online orders will be included in your delivered orders.

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