



Chairperson Guidelines

Hello, and welcome to the Simply Sheets Fundraising Program Overview. Congratulations on your opportunity to witness a consistently positive customer feedback, coupled with the highest fundraising profits your organization has ever experienced. This is the simple outcome of offering a universally **NEEDED** quality product at an affordable price, in turn for a worthy cause. Regardless of your organization, with some motivation and a little teamwork, you will surpass your financial goals and from the experience alone, you will grow exponentially as an organization in your community.

We at Simply Sheets Fundraising are aware that fundraising is not your primary occupation; therefore, we want to make our working relationship as simple and efficient as possible. Please feel free to call or email us if you have any questions. We are here to help.

1. Costs and Profit

- Organization's cost per sheet set is \$20.00 plus shipping and handling (see shipping details below). Sheet sets include the following: fitted sheet, flat sheet, and two pillowcases-except twin size (includes 1 pillowcase). Extra 2 packs of pillowcases are \$8.00. Applicable sales tax may apply in the following states: AL, GA, TN, and TX.
- Please provide certificates of tax exemption and/or re-seller certificates (state sales tax numbers) for sales tax exempt purchases in the following states: AL, TN, GA, and TX. (Please note that this is not your federal EIN number).
- Upon receipt of an invoice, remit payment of your invoice in full (\$24.00 per set) to Simply Sheets Fundraising for the total number of sheet sets ordered.
- The suggested retail price is \$35-50 per set for all sizes (Cal King, King, Queen, Full, and Twin). **The majority of active organizations at this time are selling each bed sheet set for \$40-50; providing their organization with a profit margin per sale of \$16-26. Extra Pillowcases are sold for \$12-15, providing a profit margin of \$4-7. PLEASE NOTE: ALL CHECKS COLLECTED BY YOUR ORGANIZATION SHOULD BE MADE PAYABLE TO YOUR ORGANIZATION.**

2. Order forms

- The bed sheet/ pillowcase order form is your most important document. They will be used to collect order information and will be later used by your sellers as a distribution list for your seller's customers.
- Notify your sellers to put their name on all order forms. An order form is provided in your sales packet, please make additional copies as needed.
- Prepare your order forms to be transposed to the online ordering portal or your requested master scantron forms. If using scantron, please follow the directions on your scantron team leader instructions for submittal. You will access the online customer portal for all order placement, regardless of the method of transposing you choose to apply.

3. Color Charts

- The color chart is NOT designed as a handout or brochure, so keep them as **long as you can**.
- Ask us for as many color charts as you need, you will not want to print them yourself as you will lose color quality.

4. Submitting Orders and Payments

- Whenever possible Simply Sheets Fundraising requests that you place your order throughout your fundraising sale, via the online web portal. This will ensure the highest accuracy and efficiency for your fundraising sale.
- When tallying orders please verify that the product ordered and the monies collected agree.
- Manual order processing: In the event that you cannot use the online web portal to submit your order, manual order processing is required. Manual processing involves SSF customer service to receive your orders via email or mail and tally your orders within 2 days manually and generating an invoice to your email. When mailing your order to the address below: Please make copies and do not send your original order forms. Consecutively number your order forms in the top right; giving each page its own number (this is a necessary step for manual order processing when needed).
- Upon submitting your fundraising order, SSF will generate an invoice to your designated email. Your invoice will include a detailed report of your sales by seller for simple verification of accuracy.
- Once you have ensured order accuracy, payments can be made via check by mail or credit card (3% convenience fee applied on credit card payments).
- Checks must be made payable to Simply Sheets Fundraising.





Mail Check to:

Simply Sheets Fundraising
3760 Sixes Road Suite 126-325
Canton, GA 30114

Please do not send payment with your manual order submissions.

- **Late Orders:** Orders received at Simply Sheets Fundraising after your original orders may not be delivered with your original order and will be subject to additional shipping and handling charges. Please note items reported as missing that were not processed and billed on original invoice will be processed and billed as late orders and are subject to additional shipping and handling charges.

5. Shipping and Handling

- SSF ships orders to the established shipping address on your account file.
- The expected delivery date should be approximately 2 weeks from the receipt of payment or purchase order (school office use only).
- Product will ship via UPS Ground or Home Delivery with tracking information submitted via UPS.
- Shipping and Handling cost breakdown:

Orders of 1- 4 sets = Flat rate shipping applies depending on quantity and shipping location (\$8-20 flat rate).

Orders of 5 -199 sets = \$4.00 per set.

Orders of 200+ sets = Please note: For all high volume orders, bulk rate shipping will apply which will depend upon quantity and location (\$2.50-4.00 per set). Any order over 200 sets sold will be evaluated for bulk rate shipping.

- SSF provides you first class "seller sorted" product delivery. This means every seller has their own unique order separately packaged and labeled according to their name. This service is designed to make the distribution of your fundraising delivery relatively simple and efficient.
- **ATTENTION:** Shipping costs include the following:
 - FedEx/UPS Shipment Services
 - Warehouse Handling - Seller Sorted

6. Problems, Errors, Missing or Damaged Items:

- All product is warranted.
- At the time your fundraising order ships/or/before you receive your first shipment from SSF; you will be sent an important instructional called, "SSF Order Status Update & Receiving Instructions." This document includes an "Order Correction Link" for your convenience.
- Upon receiving your fundraising order; you, the fundraising chairperson must locate the corresponding packing list and inspect each sellers' order for errors.
- If, after you receive your orders, there is a discrepancy, please follow the SSF order correction instructions provided. SSF will investigate your order correction claim and your return/ exchange will be expedited.
- Any errors or problems with your order should be reported to our Claims Department within 5 days of delivery. Whenever possible, please wait 2-3 days following distribution of your orders before contacting Simply Sheets Fundraising.
- Once your errors have been identified, go to the Order Correction Link within your portal dashboard or within your Shipment Receiving Instruction email and submit your order correction.
- All order discrepancies will be researched to determine the cause of the error, once the cause is determined it will be handled as detailed below.
 - **Ordered Incorrect Item**
Organization is responsible for the shipping charge to return the product back to SSF as well as the shipping charges to send out the correct product, which will be at the flat rate charge of \$8-\$20 depending on location. Most organizations find it advantageous to sell the product for additional earnings rather than incur the additional charges of an exchange.
 - **Missing Item from Original Order**
We will research the weight and packing slip for each box that has a missing item reported. Once this has been verified as a true shortage, we will send out the replacement.
 - **Received Different Item Than Requested**
SSF will research the cause of the error based on the original order and provide the opportunity for exchange. Please note if item requested is different than your original order additional shipping and handling charges may apply. In the rare occurrence that you receive a different item than requested, SSF will send out the correct item(s) along with a return shipping label for you to put the incorrect item(s) in the same box and send back to us.
 - **Received a Damaged Item in Original Shipment**
We will send out a replacement for any product that was received damaged in your original shipment. Customer/Supporter reported damages will be handled according to our warranty policy.



7. Warranty Policy

Product Warranty

- **Simply Sheets Fundraising provides a limited manufacturer warranty to cover any damages or defects to your product from 1 year of your purchase date.**
- **In the event that a supporter notifies you or SSF customer service that they have a damaged item or error claim; please see the following information. We will gladly replace any damaged product you have purchased through one of our organizations. The following information must be submitted for all Damage Claims:**
 - **Picture of the product Damage**
 - **Color/Size/Collection Name (Annabella Bedding Collection) of the Product**
 - **Name of the Organization product was purchased through**
 - **Name of the seller product was purchased from**

8. Chairperson Portal

You will receive a user name and password to our web portal service via e-mail. This feature will allow you to view details of your most recent Fund Raising Campaign. From Program set-up to Invoice and Delivery, our web portal service will make your experience with Simply Sheets Fundraising simple and efficient.

Please follow the steps below to enter the portal:

- a. Portal entry can be accessed at www.simplysheetsfundraising.com. Also at www.portal.simplysheetsfundraising.com. Click on "Chairperson Login", located at the top right corner of the web page.
- b. Enter your username and password that was received from Simply Sheets Fundraising. Be sure to include all letters and numbers noted for your username. Click "Login".

If you have any questions about this service, please feel free to e-mail us at info@simplysheetsfundraising.com. If you have not received your username and password, please contact SSF customer service for assistance.

9. Contact Us

Changes to your sale:

If you need to make any changes to your sale (dates, number of sellers, chairperson); please notify Simply Sheets Fundraising customer service immediately by email or phone at (888) 248-0054. Customer service is available Mon-Fri 9AM-5PM EST.

- **Email:** info@simplysheetsfundraising.com
- **Main:** 888.248.0054
- **Web:** simplysheetsfundraising.com

Visit **SimplySheetsFundraising.com** anytime; it is your one stop resource for many of your everyday program needs.





Agreement

Simply Sheets Fundraising / Seller is responsible for providing product and sales packets for your organizations sheet set fundraiser, as well as a limited warranty on all products. Manufacturer defects or damages will be replaced.

At no time will Simply Sheets Fundraising be responsible for the cost, planning or staffing of my fundraiser.

Organization, including volunteer-fundraisers, agree to hold harmless Simply Sheets Fundraising, its respective agents, employees, officers, directors, successors and assigns, from any and all claims that may arise out of or relate to their fundraiser, including without limitation, any and all liability resulting or arising from the volunteer-fundraisers' acts or omissions, and personal injuries or damages to property that may occur in conjunction with your fundraiser.

I agree to all terms and conditions set forth in this overview.

Please proceed with this project.

Organization/ Buyer

Organization _____

Name/Position _____
(Authorized Representative)

Signature _____

Date _____

We, as members of our community and our organization, will be guided in all of our activities by truth, accuracy, fairness and the highest integrity.

We pledge to maintain these standards.

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