



## Chairperson Guidelines

Congratulations on your choice to participate in a simple fundraising program that provides your organization/cause with the highest profits in the industry by offering a universally needed quality product at an affordable price. Prepare to embark on a fundraising campaign that will take your organization's profits to new heights.

We at Simply Sheets Fundraising, LLC are aware that fundraising is not your primary occupation; therefore, we have designed our Chairperson Portal, with you in mind, to make your responsibility as a Chairperson as simple and efficient as possible. The Chairperson Guidelines and program details are listed below. Please review them in their entirety so that you don't miss a vital part of our program, which will contribute to your overall success in reaching your financial goals. Please feel free to call or email us if you have any questions. We are here to help.

### Two methods to take orders and reach your community, friends, and family locally & nationwide for support!

You can accept payment for orders by cash, check, and credit card (see details below)!

### Traditional Paper Catalog Order (accept cash or check for payment)

You choose the selling price/profit per sheet set for your paper catalog orders. Your organization will pre-sell product (using the sales materials provided at no cost to you) for your designated period of time and collect all funds made payable to your organization (cash or check only). You, as the Chairperson, will submit your order through the Chairperson Portal, receive an immediate invoice upon submission for the wholesale cost of the product and shipping, and remit payment via credit card or by mailing a check. School systems which require the use of purchase orders as a form of payment are accepted. Your organization keeps its profits throughout the fundraiser. Once your order has been paid, your order will be delivered to your designated address, seller sorted for easy distribution. Orders typically arrive within 2 weeks of payment.

### 1. Cost, Selling Prices, Profit, & Shipping

- Simply Sheets Fundraising provides you with a seller sales packet for each active member of your organization. Each sales packet contains the following: order form and supporter receipt (**make copies as needed**), color chart, fabric sample, and online seller registration instructions. The color chart is not designed as a handout or brochure, so please make sure to have your sellers keep the color chart throughout the duration of your fundraiser.
- Organization's cost per sheet set is \$20.00 plus shipping and handling (see shipping and handling details below). Our exclusive Anna Bella Bedding Collection sheet sets include the following: fitted sheet, flat sheet, and two pillowcases-except twin size (includes 1 pillowcase) with 16" deep pockets and are available in Twin, Full, Queen, King, and California King Sizes. Extra sets of pillowcases are available in Standard and King Sizes (in all 16 colors) for \$8 per set (2 pillowcases).
- Applicable sales tax may apply in the following states: AL, GA, PA, TN, and TX (sales tax letter/certificate of exemption is required to be on file with SSF for sales tax exemption). Please note that this is not your federal EIN number.
- The suggested selling price is \$35-50 per set for all sizes (Cal King, King, Queen, Full, and Twin). **Most 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.
- Sellers will collect payment by check or cash at the time of the sale. The checks are made payable to you as the Chairperson or the organization (you designate this during campaign set up)
- Shipping and Handling: SSF ships orders to your provided shipping address. Your packages will ship seller sorted with seller name and tracking on each box. This service is designed to make the distribution of your order relatively simple and efficient. Shipping and Handling cost breakdown is as follows:

**Pillowcase sets ship free if there are sheet sets on the order as well. If ordering pillowcases only, then the shipping/handling is as follows:** \$6.99 for the first set and \$2 for each additional pillowcase set.

**Orders of 1- 4 sheet sets** = \$9.99 for one sheet set. 2-4 sheet sets are calculated based on carrier and destination (provided automatically at invoicing).

**Orders of 5+ sheet sets** = standard \$4.00 per sheet set when shipped via UPS, Fedex, or USPS.





**Orders of 200+ sheet sets** = Bulk rate shipping can apply which will depend upon quantity and location (\$2.50-4.00 per sheet set). The discount will be reflected in your shipping total upon order submission in the Chairperson Portal.

**Orders of 100+ sheet sets will have the ability to request a shipping evaluation after payment for a refund savings of approximately 10-15% of the standard \$4 per sheet set shipping/handling cost, if they are able to receive their shipment via an LTL Carrier. Below are the benefits of receiving via LTL as well as the requirements to receive an LTL shipment:**

- **Benefit:** your product is delivered labeled/sorted by seller and is stacked onto a pallet(s) and shrink wrapped for transportation via an LTL carrier.
- **Benefit:** an appointment time for delivery versus a common carrier such as UPS or USPS which delivers at whatever time they come to your address on their route. (no packages left outside)
- **Requirement:** The LTL carriers have a lift gate and pallet jack to deliver your product and will place the pallet(s) in whole wherever you designate. They will not offload a pallet box by box to place inside a building; the pallet in whole will be dropped in your desired location upon delivery. Our pallets are approximately 4ft x 4ft so the area of delivery will need to be able to accommodate those dimensions.

## 2. Submitting Orders and Payments to Simply Sheets Fundraising

- a. The chairperson will collect all completed order forms and payments from their sellers by the established end date. The chairperson will utilize these order forms to enter their order into the chairperson portal by seller. Please see the order entry tutorial available in the chairperson toolbox within the portal. (Email customer service at [info@simplysheetsfundraising.com](mailto:info@simplysheetsfundraising.com) if you experience any technical difficulties).
- b. Once your entire order is entered and verified against the paper order forms, you will finalize your order and be provided an invoice instantly by email.
- c. Payment for your order can be made in two ways:

**Finalize order – pay electronically now:** Enter your credit/debit card number to pay electronically (please note – There is a 3% convenience fee applied to your total invoice amount when paying electronically).

**Finalize order – pay by mail:** Please remit payment in the form of check, money order, or cashier's check made payable to Simply Sheets Fundraising, LLC and mail to the following address (tracking on your payment is highly recommended):

**Simply Sheets Fundraising, LLC  
980 Cobb Place Blvd NW; Suite 100  
Kennesaw, GA 30144**

**Purchase Orders (For School Use Only)** – Upon submitting your order, choose finalize order - pay by mail. Submit purchase orders immediately via email to [info@simplysheetsfundraising.com](mailto:info@simplysheetsfundraising.com).

## 3. Receiving and Distributing Your Traditional Paper Catalog Order

By following these instructions, you will be able to identify any discrepancies, report them to us, and have the corrected order in process before your sellers ever pick up their boxes; therefore, getting the product to your supporters as soon as possible.

While we do ship our product in boxes that are labeled and sorted by seller, it is imperative that you follow a verification process. As the fundraising chairperson (with assistance if needed) you are required to open each box and verify the content with the packing list, **prior to the distribution of the boxes to your sellers**. Once you verify the items in each box to the packing list, you should retain the packing lists for your records so that they can be compared to order forms if needed.

### *Receiving Process*

- a. All boxes will be identified by a seller name on the UPS Ground label. Please organize all boxes according to seller (there will be one packing list per seller – not one packing list per box).
- b. The verification process is completed seller by seller; therefore, please locate the packing list for each seller prior to beginning verification (tip: For multiple package sellers, the packing list should be found in box 1).
- c. If you do have a discrepancy, then notate it on the packing list and pull any incorrect or extra product received from the seller's box(s) and set it aside while you conduct the verification of all other orders.
- d. If you are missing an item, then please notate it on the packing list.
- e. Once you have verified the sellers' order to their packing list and notated any discrepancies, please retain the packing list and distribute the order to your seller.
- f. Please see the order discrepancy section below for reporting instructions.

## 4. Reporting Order Discrepancies

While we do everything, we can't accurately and efficiently pack your order, regrettably, there are discrepancies from time to time. All discrepancies and items received damaged must be reported within 48 business hours of the receipt of your shipment. The reason for this timeline is to ensure your supporters receive their correct order as soon as possible. If you are unable to verify your shipment within 48 hours of receipt, then please notify SSF via email.

It is imperative that you follow the shipment verification process. If you distribute seller shipments without verification then you will significantly impact the order correction process, causing your supporters to wait an unnecessary extended period of time and possibly prevent us from correcting a discrepancy if we are unable to verify key information.



If an order discrepancy is found, the chairperson will access the order correction form in the chairperson toolbox located within the portal. It is imperative that you complete the form accurately and provide us with all information requested. This form will provide SSF with the necessary information to process your order correction correctly and timely. Our priority is to ensure that you and your supporters have an excellent experience. We want all discrepancies fixed as soon as possible and that requires accurate information to be provided so that we can ensure that happens. We thank you in advance for your time and assistance with the handling of this process.

**Please review the following information prior to completing the order correction form.**

- **MISSING SHEET SETS:** The following scenarios will help you determine if you need to submit the order correction form.
  1. If it is an item that was accidentally left off the order, then please do NOT fill out the form for those types of discrepancies. You would simply place a new order for the items you need.
  2. If the item you were missing was on your original invoice and you did NOT receive it, then please double check your order to ensure you didn't receive something else in its place. If you received an incorrect product or are missing product, please complete the order correction form.
- **WRONG ITEM RECEIVED:** The following scenarios will help you determine if you need to submit the order correction form.
  1. **Ordering Error:** This occurs when the chairperson orders the wrong item for a supporter. In these instances, we recommend you keep the product ordered in error to sell to your community as the cost to ship 1 sheet set back can be anywhere from \$8-\$20 a set which will take away the profit earned for that sale. If you "resell" it to the community, then you still retain all profits. To obtain the correct item for your supporter, please place a new order through your chairperson portal.
  2. **Shipping Error:** This occurs when Simply Sheets Fundraising sends you an item which is not on your invoice. Please complete the order correction form to receive the correct product for your supporter.

## 5. Damaged Replacements and Warranty Policy

The Anna Bella Bedding Collection is backed by a satisfaction guarantee as well as a 1-year warranty against all manufacturer defects. It's a no risk product to offer your supporters!

- **Received a Damaged Item in Original Shipment:** Please report through the order correction form located in the chairperson toolbox within the portal.
- **Product Warranty**

Simply Sheets Fundraising provides a limited manufacturer warranty to cover any damages or defects to your product within 1 year of your purchase date.

The following information must be submitted for all Damage Claims:

1. Picture of the product Damage
2. Color/Size/Collection Name (Annabella Bedding Collection) of the Product
3. Name of the Organization product was purchased through
4. Name of the seller product was purchased from





## Online Shop Orders (accept credit/debit cards) (No money to collect, sheets to deliver, or supporters waiting)

The online shop price is set at \$49 a sheet set for all sizes and \$18 a pillowcase set for both sizes. That price includes credit card processing and shipping/handling direct to the supporter's home. Your organization will receive a monthly check for your profits of **\$16 a sheet set and \$6 per pillowcase set** (which is 40% of the sheet portion of the selling price). You, as the Chairperson, will ask your members to register as a seller by giving them a paper handout of seller registration instructions or share a registration link with them via Facebook or Email. Your sellers will then be able to share a customized shopping link with their friends and family via Facebook, Email, Text, Post to websites, etc. Your supporters click the link, select their colors/sizes, pay by credit card, and their order is delivered to their home within 5-7 business days. This allows you to accept credit cards from your local supporters and reach friends/family nationwide who want to support your cause. You will be able to see your sales success within the Chairperson Portal for your total organization as well as a seller breakdown of who is registered and generating funds for your organization. **No waiting for product like paper catalog orders, no payments to collect, and no product to deliver! It's a WIN WIN for the supporter and the organization!**

### 1. Cost, Selling Prices, Profit, & Shipping

- Pricing for online sheet sets is established at \$49 a sheet set and \$18 a pillowcase set for all sizes and includes credit card processing and shipping/handling.
- Your organization receives a monthly profit check of \$16 per sheet set and \$6 per pillowcase set in profit! That's 40% profit of the total product!
- Online orders are delivered direct to the supporters home within 5-7 business days.

### 2. Submitting Orders and Payments

- Your supporters visit your organizations' online shop through the shopping link provided to them via Facebook, Email, Text, Website, etc by the Chairperson or Registered Seller.
- Your supporters will add item selections to their shopping cart, check out by paying with credit/debit card, and will receive their order direct to their home within 5-7 business days.

### 3. Order Discrepancies and Damage/Warranty Claims

- Your supporter's shipment has our contact information enclosed in the box and they will contact us directly to handle any discrepancies or damage/replacement issues.
- The Anna Bella Bedding Collection is backed by a satisfaction guarantee as well as a 1-year warranty against all manufacturer defects. It's a no risk product to offer your supporters!

Simply Sheets Fundraising, LLC  
980 Cobb Place Blvd NW; Suite 100  
Kennesaw, GA 30144  
Phone: 888.248.0054

Email: [info@simplysheetsfundraising.com](mailto:info@simplysheetsfundraising.com)  
Website: [simplysheetsfundraising.com](http://simplysheetsfundraising.com)  
Chairperson Portal: [portal.simplysheetsfundraising.com](http://portal.simplysheetsfundraising.com)

Visit [SimplySheetsFundraising.com](http://SimplySheetsFundraising.com) anytime; it is your one stop resource your fundraising 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

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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 these chairperson guidelines.

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.**



## NEW! Bed Pillows



### Pricing and Profit

- Online Shop:
  - Both Pillows in Both Sizes sell for \$49 (same price as the sheets)
  - Profit: \$12 per pillow = 30% of the product.
- Traditional Catalog Orders:
  - Cost: \$24 for the pillow & \$4 s/h
  - Profit: Sell for \$40; Earn \$12 (30%)

### Bamboo Memory Foam Pillow (Standard & King Size)

- Designer Bamboo Blended Cover; Removable for easy laundering, durable wash after wash.
- Bamboo is known to be naturally Antimicrobial, Hypoallergenic, & Moisture Absorbent which is beneficial to a cooler night's sleep.
- Inner liner with zipper access to shredded memory foam interior; adjust firmness to your personal liking.
- Promotes natural head and neck alignment.

### Cooling Memory Foam Pillow (Standard & King Size)

- Dual Sided Cover: Nylon/Spandex Blend Cooling Blue Side & Bamboo Blend White Side.
- Bamboo Blend: Bamboo is known to be naturally Antimicrobial, Hypoallergenic, & Moisture Absorbent which is beneficial to a cooler night's sleep.
- Cooling Blend: Nylon/Spandex Blend is known for better moisture absorption & air permeability which allow for a cooler night's sleep.
- Inner liner with zipper access to shredded memory foam interior; adjust firmness to your personal liking.
- Promotes natural head and neck alignment.

## NEW! Donation



**Supporters can now donate money to support your organization through your online shop!**

**Organization keeps 90% of the donations**  
(10% retained by SSF for admin costs/card processing)

**Donation amounts preset to \$25, \$40, or \$50**  
(Supporters can select multiple \$\$ together allowing them to give more than preset amounts)

**Website for Online Shop including sheets, pillows, and donations is provided at no additional charge.**

(Share the link via email, text, and social media or even post a link on your organization's website)

**Supporters who do not want to purchase products or those who have various budgets, now have the option to donate to your organization so the funds can immediately get to work for the cause!**

**MULTIPLE WAYS TO GAIN SUPPORT NATIONWIDE FROM FRIENDS, FAMILY, & LOCAL COMMUNITY!**

**HIGHEST PROFIT RETENTION IN THE FUNDRAISING INDUSTRY!**

**THE PROFESSIONAL, TRUSTWORTHY AND ETHICAL FUNDRAISING COMPANY!**

Simply Sheets Fundraising, LLC  
(888) 248-0054  
www.simplysheetsfundraising.com