



FOR OFFICE USE ONLY

SALES REP / PHONE #: Roger Smith 937-901-4397

ORGANIZATION INFO		
ORGANIZATION: Mercer County Intermediate School P.T.O.		
ADDRESS: 1101 Moberly Roads		
CITY: Harrodsburg	STATE: KY	ZIP: 40330
ORG. PHONE: 859-733-7080	COUNTY: Mercer	
GROUP PROVIDING TAX CERTIFICATE? <input type="checkbox"/> YES, TAX ID #:		
PRINCIPAL NAME: Dana Cobb		
SECRETARY NAME: Elizabeth Mays		
SPONSOR/CHAIR NAME: Kayla Tatum		
SPONSOR EMAIL: Kaylatatum@att.net		
SPONSOR PHONE: 859-753-7530		
CO-SPONSOR NAME:		
CO-SPONSOR EMAIL:	CO-SPONSOR PHONE:	
# OF ENROLLMENT: 700	# OF HOMEROOMS: 32	# OF GRADES:
PRODUCTS TO SELL		
1) Premium Collection		% 42%
2)		%
3)		%
PRIZES		
1) Prize poster, Money machine, Inflatables,		
2) Limousine trip		
PACKET DELIVERY		
DELIVER PACKETS TO: <input type="checkbox"/> ORGANIZATION ADDRESS <input checked="" type="checkbox"/> OTHER (below)		
PACK/SEND PACKETS: <input type="checkbox"/> COLLATED <input checked="" type="checkbox"/> BULK		
NAME: Bulk with all other Fall materials		
ADDRESS:		
CITY:	STATE:	ZIP:
NOTES:		

SALE DETAILS		
MATERIALS NEEDED BY: Summer 2020		
START DATE: 08-14-2020	KO TIME:	END DATE: 08-28-2020
DELIVERY DATE: 10-07-2020	ORDER FORMS DUE: 09-04-2020	
*NOTE: Above delivery date requires order forms to be received at GWRC by the Order Form Due date listed above.		
PRODUCT - PACKING & DELIVERY		
PRODUCTS PACKED:	<input checked="" type="checkbox"/> STUDENT PACKED	<input type="checkbox"/> BULK
DELIVER PRODUCTS TO:	<input checked="" type="checkbox"/> ORGANIZATION ADDRESS	<input type="checkbox"/> OTHER (below)
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
NOTES:		
SALE PAYMENT METHOD		
<input checked="" type="checkbox"/> PRE-PAID: Sellers collect money when orders are placed.		
<input type="checkbox"/> POST-PAID: Sellers collect money after product is delivered.		
TERMS FOR INVOICE PAYMENT: Delivery		SPONSOR INITIALS:
NOTES		
Purchase orders and Invoicing: Infinity Marketing Team, LLC P.O.Box 751478 Dayton, Ohio 45475		

SIGNATURE – SALES REPRESENTATIVE

SIGNATURE – SPONSOR / PAYMENT CONTACT

DATE

(Signature or electronic approval of this agreement indicates sponsor has read and agrees to terms on back of contract)



ADDITIONAL SALES AGREEMENT TERMS

FROZEN PRODUCTS SHIPPING MINIMUMS PROFIT % ADJUSTMENT

Over 396 units sold = profit % listed on Page 1

250 – 395 units sold = 35% profit

150 – 249 units sold = 30% profit

150 units is the minimum order for frozen products.

Sales under 150 units profit will be determined based upon shipping costs.

CANCELLATION FEE

Programs that have materials collated and shipped and do not sell (turn in an order) will incur a cancellation fee. The fee will be equal to the brochure and shipping costs if unreturned and/or unusable. If returned and usable, a restocking fee, and shipping costs will apply. The minimum cancellation fee is \$150.00.

PARENT LETTER SUBMIT

For sales that will include a Student/Parent letter with sales instructions, an approved editable (Word Doc) must be submitted with the group agreement.

PACKET ADDRESS

If the Seller Packets are being shipped from the GWRC warehouse direct to the account, mark "Organization Address" box. If the product is being shipped from the GWRC warehouse to the sales representative (or chairpersons) address mark, the "Other" box and enter that address.

DELIVERY DATES

If you wish to enter a delivery date (optional) there must be an Order Form Due Date listed. Order forms due date is at least 18 business days prior to delivery date. Order forms that are not received at GWRC by the Order Form Due Date may result in a loss of requested delivery date.

Note: Some orders may be available for earlier delivery, GWRC shipping department will contact you to discuss early shipping options.

ORDER ENTRY / ORGANIZED BY

Orders submitted to GWRC will be entered and sorted in the order they are turned in. The top orders will be entered first and student numbers will be assigned (1,2,3 etc.) in the order they are received. Orders can be separated by class using an envelope or cover sheet to indicate classrooms or stacked in alphabetical order

Note: An alphabetical listing will be provided to the chairperson for easy distribution of orders.

FOLLOW-UP ORDERS - AFTER MAIN DELIVERY

One follow up order may be placed within seven days of delivery (free shipping) Subsequent follow-up orders will have a shipping fee and may not include frozen items.

Please wait several days after your delivery to send in re-orders/ corrections all at one time.

Signature or electronic approval of this agreement indicates sponsor has read and agrees to the terms listed above.