



FUND RAISER

IMPORTANT INSTRUCTIONS AND FAQs

- 1) Distribute one packet per participant or participating family.
- 2) Once sale has been completed, collect all money and yellow summary sheets from participants. The participants should keep their brochures and order forms so that they will know to whom to deliver the products.
- 3) Confirm that each participant has turned in the correct amount of money and/or checks. Deposit funds in your account as soon as possible so that the checks have sufficient time to clear before delivery.

- 4) Send all the yellow summary sheets to Claire's Gourmet via fax , mail or web.

(To ensure that all pages are received, please number each sheet in the upper right hand corner and include a cover page indicating total number of pages being sent)

Fax to: **410-298-2502** OR

Mail to: Claire's Gourmet

2010 Lord Baltimore Drive

Baltimore, MD 21244

(Please retain a copy of your yellow summary sheets)

If you prefer to do your own tally, visit us at <http://www.claresgourmet.com/support.shtml> to download our Utally Tool.

- 5) Once orders have been processed, we will fax you an invoice which will be payable upon delivery. Your yellow summary sheets will be returned to you with delivery of products.

FAQS:

Q: Should we collect sales tax?

A: **No**, do **not** collect sales tax on Claire's Gourmet food fund raisers.

Q: Who should checks be made payable to?

A: Checks should be made payable to the group conducting the fund raiser unless otherwise specified in the cover letter included in the packet.

Please contact **Claire's Gourmet** if you have any further questions,

410-298-2500 or Outside Baltimore **800-359-1919**.

THANK YOU FOR WORKING WITH **Claire's Gourmet**