

IMPORTANT INSTRUCTIONS AND FAQs

- 1) Distribute one packet per participant or participating family.
- 2) Once the 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 ORDERS to Claire's Gourmet using our website. **Get rid of your calculators.**
*** **NEW USER-FRIENDLY WEBSITE*****
visit us at <http://www.clairesgourmet.com> and click on **LOGIN → I am a Chairperson**
(your login/password information will be emailed to you)
Chairperson login makes summary sheet tallying SIMPLE. It will also allow you to view and print helpful reports including participant summary lists, easy-to-use pick sheets, online orders and invoice.

If you do not have internet access please fax the Yellow Summary Sheets to **410-298-2502**
(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)
OR Scan and email the yellow summary sheets to orders@clairesgourmet.com

- 5) Once orders have been processed, we will email you an invoice which will be payable upon delivery (for popcorn programs payment is due before delivery). Your yellow summary sheets (if applicable) will be returned to you with delivery of products.

FAQS:

Q: Should we collect sales tax?

A: Do NOT collect sales tax on Claire's Gourmet food or popcorn fundraisers.

Q: How are orders placed online delivered.

A: Out of town family & friends can choose to have orders shipped directly to their home or office. Local family & friends may have the option of shipping items to the participant's school/organization for pick up by the participant on the scheduled delivery date.

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