

**IMPORTANT INSTRUCTIONS AND FAQS**

1) Distribute one packet per participant or participating family.

2) Once the sale has been completed, collect all money and 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.

Submit all the ORDERS to Claire's Gourmet using our website. **Get rid of your calculators.**

\*\*\* **NEW USER-FRIENDLY WEBSITE\*\*\***

**visit us at smartfundraising.com ; Click on CLICK HERE TO ENTER ORDERS**

**(your login/password information will be emailed to you)**

**Our Web Tally makes summary sheet tallying SIMPLE. It will also allow you to view and print helpful reports including participant summary lists and invoice.**

If you do not have internet access Scan and email the Summary Sheets to [orders@smartfundraising.com](mailto:orders@smartfundraising.com)

4) Deposit funds in your account as soon as possible so that the checks have sufficient time to clear before delivery.

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 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 us if you have any further questions,

Call **410-298-2500**

Or visit **www.clairesgourmet.com**