

# Resource Solutions

 Your best fundraisers start here

## FUNDRAISING AGREEMENT AND PARTICIPATION FORM

ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

SHIPPING ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BILLING ADDRESS (If Different) \_\_\_\_\_

HM PH \_\_\_\_\_ CELL PH \_\_\_\_\_ WK PH \_\_\_\_\_

BEST # TO CALL \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

**Contact Person must be 18 years of age or older and does hereby represent and warrant that he/she is duly authorized by the participating organization to enter into this agreement on behalf of the organization. This is a binding contract.**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ between Resource Solutions and Participant. Resource Solutions agrees to provide the requested fund-raising items to Participant. Resource Solutions will pay for all shipping and handling of catalogs, order forms and items ordered. Any merchandise that is damaged or missing will be replaced or refunded. Any merchandise that is discontinued, sold out or backordered will receive a full refund on cost of item if a suitable substitution is unacceptable. **Any cancellation of order after receiving catalogs or order forms will be charged \$50 minimum or cost of catalogs or forms plus freight charges unless Resource Solutions agrees in writing to accept a return at customer's expense. Freight charges will still be charged. Holiday & Spring catalogs may not be returned. Fund-raising merchandise may not be returned without written permission from Resource Solutions.**

Participant agrees to terms set forth and to pay invoice due to Resource Solutions upon order. 30-day terms are available to pre-qualified customers only. Participant agrees to accept full responsibility for all fund-raising items ordered and agrees to minimum order requirements as specified. Participant also agrees to sell items and pay Resource Solutions the amount due for each item sold with Mastercard, Visa, check, money order or a cashier's check. Personal checks may be held 7-10 working days. Any invoice not paid in full within 30 days of invoice due date will be charged interest plus any additional charges, interest or fees required to collect money due. 1.5% interest per month is charged on any invoice over 30 days (minimum \$5.00 per month). Kansas residents must have a Tax Exemption Certificate or Resale Exemption Certificate filed with Resource Solutions in

P.O. Box 1513 • Wichita, KS 67201-1513

**1-800-642-0780**

316-262-0780 • Fax 316-854-5076

[www.ResourceFundraising.com](http://www.ResourceFundraising.com)

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order to exempt participant from sales tax on all fund-raising items purchased. All other participants are responsible for any local sales tax.

**FUNDRAISING ITEMS** \_\_\_\_\_

**START DATE** \_\_\_\_\_ **ORDER TURN IN DATE** \_\_\_\_\_

**PROFIT %** \_\_\_\_\_

**PAYMENT TERMS: CHECK** \_\_\_\_\_ **CREDIT CARD** \_\_\_\_\_ **PAYPAL** \_\_\_\_\_ **30 DAYS** \_\_\_\_\_  
(30 days only available to schools with a purchase order or letter of intent.)

**PRIZE PROGRAM** \_\_\_\_\_

**STUDENT PACK (Not available on all fundraisers) or BULK ORDER?** \_\_\_\_\_

**MINIMUM ORDER REQUIREMENT** \_\_\_\_\_

Groups over 100 participants may have additional minimum order requirements.

**# OF ORDER FORMS REQUESTED** \_\_\_\_\_ **# IN GROUP** \_\_\_\_\_

**SPECIAL REQUESTS** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

Monica Nutt  
Resource Solutions Inc.

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