

# THE VILLAGE PRESS FUNDRAISER OFFER

## TERMS AND CONDITIONS 2018



1. Enquiries to be sent to [fundraise@thevillagepress.co.nz](mailto:fundraise@thevillagepress.co.nz) or telephone 06 879 8373.
2. The Village Press will send the Registration Form along with the Fundraiser Info Sheet and Fundraiser Letter to the fundraising coordinator contact provided.
3. The Registration Form is to be completed and returned to The Village Press. Once the completed form is received, The Village Press will send the Order Form, Tally and Summary Sheet to the contact provided.
4. The Order Form is to be distributed to the participants of the fundraising group. Each participant will be responsible for keeping track of their own sales. Completed Order Forms will be returned by participants to the fundraiser coordinator to collate the group sales at the end of the fundraiser.
5. The coordinator will send the completed order (Summary Sheet) back to The Village Press.
6. The Village Press will invoice the fundraiser entity for the number of units sold less the fundraiser sponsorship amount.
7. Payment must be received into the nominated bank account stated on the invoice before any order can be dispatched.
8. The fundraiser group coordinator will be notified when the order is being dispatched.
9. All samples must be purchased at full price, \$25.00 per pack.

### FURTHER NOTES

- The Summary Sheet only is to be returned with contact details.
- Only one coordinator to be responsible for contact with The Village Press.
- Only one single delivery address for free freight.
- Orders over 72 units (packs) will be palletised (truck access needed for delivery).
- Any late or additional orders will incur full freight costs.
- Please check Summary Sheet before sending to The Village Press as no additional orders can be made once the invoice has been provided.
- Delivery will be made within 10-14 days from receiving payment.

For more information or to order, please email [fundraise@thevillagepress.co.nz](mailto:fundraise@thevillagepress.co.nz)