



The Village Press Fundraiser Programme

TERMS and CONDITIONS

1. Enquiries to be sent to fundraise@thevillagepress.co.nz or telephone 06 879 8373.
2. The Village Press will supply the Registration Form and all supporting documents to assist the named Fundraising Coordinator.
3. The Registration Form is to be completed and returned to The Village Press via email or post. Once the completed form is received, The Village Press will send the Order Form, Tally and Summary Sheet, product images, and sales tips 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 fundraising period.
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 and any applicable sample gift packs or rebates for purchased sample gift packs.
7. Payment must be received into the nominated bank account stated on the invoice before any order can be dispatched. Order is sent in full, split shipments are not possible.
8. The Fundraiser Coordinator will be notified when the order is ready to be dispatched.
9. All sample gift packs must be purchased at full price, \$25.00 per pack, if using our website, and a rebate of \$5.00 per sample gift pack will be issued on the Summary Sheet.

FURTHER NOTES

- The Summary Sheet is the only required document to be returned with contact details and delivery address.
- 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 12-14 business days from receiving payment.