

# The Village Press Fundraiser Terms and Conditions



1. Fundraising enquiries are to be emailed to **fundraise@thevillagepress.co.nz** or by telephone **06 879 8373**.
2. The Registration Form is to be completed and returned to The Village Press via email.
3. The Village Press will supply all supporting documents to assist the named Fundraising Coordinator via email following the registration form acceptance.
4. Once fundraising has concluded, the nominated coordinator will send the completed Summary Sheet order back to The Village Press to place their final order. Final totals to be checked carefully.
5. The Village Press will invoice the fundraiser entity for the number of units sold less the fundraiser sponsorship rebate amount.
6. Payment must be received into the nominated bank account stated on the invoice before the order can be despatched.
7. The fundraiser will provide The Village Press with one adequate urban delivery address.
  - Large orders over 72 units will be palletised so an address with truck access will be required.
  - Any late or additional orders will incur full freight costs.
  - Order is sent in full to a single address, split shipments are not possible.
8. Sample gift packs, if required, can be purchased at the rebated amount prior to fundraising activities begin. Payment is required before despatch.
9. There are two giftpack choices, the Mixed or Infused giftpacks. There is no variation to the products available in the giftpack selection.

## FURTHER NOTES

- Due to the nature of The Village Press business, final orders must be submitted by 25 November of any given year.
- 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.
- Delivery will be made within 12-14 business days from receiving payment.