

P.O. Box 97
Lakeville, MN 55044
Customer Service: 800-503-7748
Toll Free Fax: 800-380-2283
E-mail: Info@holidayfair.com



OFFICE USE ONLY:

CUSTOMER # _____

KTS _____

School Name _____ Shipping Address _____

City _____ State _____ Zip _____ School Phone _____ Fax _____

NOTE: Please advise school secretary and custodian of this shipment (when it will arrive and where to put the boxes).

Principal's Name _____ E-mail _____

Chairperson's Name _____ E-mail _____

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____ Work Phone _____ Fax _____

SALES REP NAME _____ PHONE NUMBER _____ E-MAIL _____

PROGRAM SUPPLIES PROVIDED

4 Tablecloths; 1 Shopping Bag per student; 1 Money Envelope per student;
1 each - Small, Medium & Large gift bags per student; 1 Holiday Fair Manual;
1 Parent letter for each student; Promotional Posters

SCHOOL AGREES TO

- ♥ Determine Own Selling Price for all items.
- ♥ Hold their sale on three or more consecutive days, during normal school hours.
- ♥ Pack unsold merchandise and supplies and have ready for pick up within 5 days after the end of the sale. (Merchandise received after 01-15-2010 will be subject to a 25% restocking fee.)
- ♥ Using the Inventory Worksheet, figure the credit, and remit the amount due within 5 days of the end of the sale.
Checks Payable To: HOLIDAY FAIR
- ♥ Pay all applicable sales taxes or provide the Company with a copy of their Sales Tax Exemption Form.

TERMS & CONDITIONS

Shipping labels will be provided for merchandise returns. All unsold items are to be counted, boxed and placed in the front office with return labels attached within 5 days after the close of your sale. Please include a copy of the inventory sheets with your returned merchandise, showing what you are returning. **Payment is due within 5 days of the close of your sale.** An invoice will arrive with your sales kits before the sale. You may deduct for unsold merchandise if it is returned within 5 days of the end of your sale. Your payment should be mailed to PO Box 97, Lakeville, MN 55044. **Do not send your payment in the box with the returned merchandise.** Delinquent accounts referred to a collection agency will be charged a 25% collection fee in addition to the balance due. Cancellations after 10/10/09 are assessed a \$300.00 cancellation fee.

SALE INFORMATION

START DATE _____ END DATE _____ KIT DELIVERY WEEK _____ ENROLLMENT _____

LAST YEAR'S INVOICE AMOUNT - \$ _____ LAST YEAR'S COMPANY _____

PROGRAM TERMS

- ONE REORDER SHIPPED AT NO CHARGE TO SCHOOL; ADDITIONAL REORDERS WILL BE CHARGED ACTUAL FREIGHT.
- REORDERS RECEIVED PRIOR TO 1:00PM CST WILL ARRIVE THE NEXT DAY. (NOTE - DELIVERY TIMES FOR REORDERS CANNOT BE GUARANTEED). (Additional reorders will be shipped via ground delivery.)
- RETURNS ARE ALLOWED, BUT MUST BE SHIPPED TO COMPANY WITHIN FIVE DAYS OF THE END OF THE SALE.
- LATE FEES WILL APPLY TO ACCOUNTS NOT PAID IN FULL WITHIN 30 DAYS.

SPECIAL INSTRUCTIONS:

By signing below, I accept the terms as stated above. I have the authority to contract for the organization named above.

Authorized Signature _____ Date _____