

DENNIS FARMS MAPLE PRODUCTS

Policies and Procedures

Selling and Ordering Dennis Farms Maple Products for your fundraiser

1. Either print off order forms and product brochures or have them mailed to you.
2. Take orders and collect money
3. Tally up orders onto the Master Sheet
4. Submit your orders by either:
 - Call in at 814-374-4472
 - Fax at 814-374-4472
 - Or email fundraise@dennisfarmsmapple.com
5. There is free delivery on orders over 500 items. For items less than 500 items there will be a delivery fee.
6. You may pay 3 ways
 - a. Pickup at our location and pay with either check or Mastercard/Visa/Discover.
 - b. Order and have delivery via UPS and pay COD
 - c. Order and pay with credit card prior to shipping.
7. Please allow 2 weeks for delivery.
8. Brochure can be found at <http://dennisfarmsmapple.com/fundraise/Fundraising.pdf>
Master Sheet <http://dennisfarmsmapple.com/fundraise/MasterSheetOrderForm.pdf>
Order Form <http://dennisfarmsmapple.com/fundraise/SalespersonOrderForm.pdf>