



## HOLIDAY SHOP SALES CONTRACT

ORGANIZATION NAME		
Organization Name:		
Address:		
City:	State:	Zip:
County:		
Organization Phone:		

SPONSOR NAME / INFORMATION		
Sponsor Name:	Phone:	
Address:		
City:	State:	Zip:
County:		
Co-Sponsor:	Phone:	

SALE INFORMATION			
Start Date _____	End Date _____	Enrollment _____	Amt. Sold Prev. Year \$ _____
Delivery Date and Location (If a school, specifically which room) _____			
Pick Up Date and Location (If a school, specifically which room) _____			
Fall Fund Raiser:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Product Sold _____
Special Notes: _____			

### IMPORTANT INFORMATION

#### CAREFULLY READ ALL INFORMATION BEFORE SIGNING

- All Dates must be confirmed by Oct 1st. Please call Great Western Reserve Corp. for Scheduling.
- When you receive your inventory, count it and check it against the enclosed paperwork. Call Great Western Reserve between 9am and 5pm to report any shortages/overages or damaged products. **You** must do this before your sale begins (not in the middle or the end).
- All Add-ons must be called into Great Western Reserve before 2:00 p.m. each day. (1 add-on allowed for a 3 - day sale) (2 add-on allowed for a 5 - day sale).
- Make sure when receiving add-on that you transfer quantities to original inventory sheets under add-in column. Do not forget to add extra orders to your bill.
- At the end of your sale you must call Great Western Reserve Corp.'s office **within 24 hrs.** for pick-up instruction.
- A copy of your "Ending Inventory" **must** be returned with merchandise at time of pick-up. You will be charged a handling fee if you do not inventory or send a copy of your final inventory with your returning merchandise. Please be sure to mark correct quantities being returned in the correct boxes on original inventory sheets.
- Your **ending inventory sheets serve as your bill.** You must add any additional orders (add-ons) to your original inventory for a sub-total, then subtract all items being returned for the TOTAL AMOUNT DUE. Send a copy of this listing with a **check made out to: Great Western Reserve Corp.** This is not due at the time of pick-up, just a copy of your ending inventory. **Remember we do not send an invoice.**
- Supplies you will receive prior to your sale consist of: student take home bags, envelopes, parent letters, tablecloths, decorative door cover.

Remember: **Submit a copy of the ending inventory with product being returned.**

Also: Keep a copy of this paperwork for your records and to use when figuring your bill

**IMPORTANT: FULL PAYMENT IS DUE WITHIN 14 DAYS FROM THE END OF YOUR SALE**  
**NO CREDIT FOR RETURNS WILL BE ACCEPTED AFTER 30 DAYS FROM DELIVERY.**

Signature of Sales Rep \_\_\_\_\_

Signature of Person Responsible for Payment of Invoice \_\_\_\_\_

Date \_\_\_\_\_