

SALES AGREEMENT - Order Taker Brochure Programs

BAKE & Co. Fundraising

6523 California Avenue SW, #312, Seattle WA 98136

206.938-4866 or 1-800-535-2253 FAX: 206.938.1746

email: brenda@bakeco.com



TO GET STARTED -- PRINT THIS FORM. Complete ALL information requested. Valid tax I.D. number and signature of an authorized organization officer is required. First-time customers--calculate any brochure deposit due (50 or more brochures). Choose a deposit payment method (VISA, MC, AmEx or Discover, check or money order). Send this Agreement: Fax to BAKE & Co. (206) 938-1746, scanned to brenda@bakeco.com, or USPS snail mail to above address. **If scanning, remove credit card information for your security and call it in to us.** Payment is due prior to shipping unless we have an approved purchase order, then terms are net 15 days from delivery. If you don't hear from us within 3 business days, it is possible we didn't get your form -- please call 1-800-535-2253. Return all pages to this Agreement. Remember to include the quantity of seller's brochures needed. Thank you. We look forward to working with you.

Organization Name _____	Non-Profit Tax I.D. Number - REQUIRED
Group Name _____	Treasurer & Phone _____
Organization Address _____	Organization FAX _____
Organization City/St/Zip _____	Organization's Web Site _____
Organization Phone _____	Organization email _____
Authorizing Signature(s) _____	Authorizing Signature(s) _____
Print Name & Date _____	Print Name & Date _____

Your signature is a confirmation that you have read, understand, and agree to our Terms & Conditions found on page three of this Agreement.

Chairperson Name _____	Ship Brochures Attn: _____
Day Phone w/area code _____	Street Address _____
Alt., Eve & Cell Phones) _____	City / State / Zip _____
Fax _____	Business/Delivery Site _____
Frequently Checked E-mail _____	Attn: Delivery Contact _____
Home Address _____	Business Del Address _____
City / State / Zip _____	City / State / Zip _____
Co-Chair Name & Phone _____	Delivery Contact Phone _____
Unsigned contract expires: _____	Delivery UPS Address _____

Commercial or add 5% for residential delivery

Contacted BAKE & Co	Date Brochure Needed Allow up to 2 weeks	Start Date	End Date	Order to BAKECo
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Choose the brochure you wish to use and copy the information from the list below including the qty of brochures needed.

Code	Product	Items	Pages	Brochure Name	Retail	Broc Ea.	Qty	Deposit Amount
Primary Fundraising Program								
Optional: Add a Second Program for Extra Sales								Qty

Final payment is due prior to shipping.	Deposit Amount Due \$ _____
Payment method will be _____ P.O. _____ Check _____	Deposit is required only for first-time customers requesting 50 or more brochures























Purchase Order	Credit Card for Deposit	Deposit Check Encl.
P.O. # _____	Name _____ Expiration _____	Check No. _____
Print Name of Purchase Agent _____	Card # _____	\$ _____
Signature _____	Signature _____ 3-digit code _____	Date _____
Phone _____	Card Holder Address _____	Amt \$ _____
	APPROVAL _____	

To Get Started: Call Brenda at 206.938.4866 or toll free 1.800.535.2253 with credit card information and tax I.D. number
 Fax this order form to BAKE & Co. at 206.938.1746 (secure) with credit card informati
 Mail this form with check payable to BAKE & Co., 6523 California Ave SW, #312, Seattle WA 98136

BAKE & Co. Use:	Agree Sent	Agree Rec'd	Broc: V / B	Ann Ltr/ Out	Tally Out	Order Rec'd	Invoice Out	To Supplier	Pmt Rec'd	Est. Arr.	TY Sent

CHOOSE THE PROGRAM(S) YOU WISH TO USE FROM THE FOLLOWING LIST. IF NOT ALREADY INCLUDED ON PAGE ONE, WRITE IN THE DETAILS AS THEY APPEAR ON THE FOLLOWING LIST INTO THE SPACE PROVIDED ON ABOVE (PAGE ONE). BE SURE TO INCLUDE THE QUANTITY OF BROCHURES NEEDED, USUALLY ONE FOR EACH SELLING MEMBER OF YOUR GROUP PLUS A FEW EXTRA. CALCULATE YOUR DEPOSIT IF NEEDED. A SIGNATURE IS REQUIRED BY A PERSON AUTHORIZED TO ENTER INTO A FINANCIAL OBLIGATION ON THE PART OF YOUR GROUP.

ORDER-TAKER BROCHURES, SERVICES, AND PROFIT STRUCTURES

Code	Product	Items	Pages	Brochure Name	Retail	Broc Ea.	Qty	Deposit Amount
 FB-S	Flower Bulbs Profit Plan: Services	24	8 pg	Flower Bulbs - Art in Nature for Spring 2011 50% of printed retail on 100+ items, 40% on less. Minimum order for free shipping is 24 items or add \$2.00 each. Ann. Ltr. Brochure w/detachable order form. Send us bottom strip of forms for sort & pack by seller and add \$.10 per pkg.	\$7 - \$24	\$0.30		
 FB-SS	Garden Seeds Profit Plan: Services	18	6 pg	Page's Seeds March 1 to May 15 50% of printed retail on 100+ items, 40% on less. Minimum order for free shipping is 24 items or add \$2.00 each. Ann. Ltr. Brochure w/detachable order form. Send us bottom strip of forms for sort & pack by seller and add \$.10 per pkg.	\$5 to \$15	\$0.30		
 DEL-MIX	Broc #D-101 Profit Plan: Services	9	4 pg/wgrid	Delisheries Non-Froz. 3 lb. Yield Cookie Mix \$15 50% of \$15 suggested retail on 100+ items, 40% on less. Min for free freight is 48 items, or add \$2.00 per unit. Box net weight 36 ounces. Announcement letters. Posters when available. Shipped to the piece. Student Tally, Sort & Pack Available, add 6% of retail.	\$15.00	\$0.30		
 DEL-MIX	Broc #D-104 Profit Plan: Services	9	4 pg/wgrid	Delisheries Non-Froz. 3 lb. Yield Cookie Mix Your cost: \$7.50 ea. on 100+ items, \$9.00 ea on less. Min for free freight is 48 items or add \$2.00 per unit. Box net weight 36 ounces. Announcement letters. Posters when available. Shipped to the piece. Student Tally, Sort & Pack Available, add 6% of sugg. Retail.	Unpriced	\$0.30		
 DEL-MIX	Broc #D-124 Profit Plan: Services	6	1 pg/wgrid	Delisheries Non-Froz. 3 lb. Yield Cookie Mix 1 Pg. 50% of \$15 suggested retail on 100+ items, 40% on less. Min for free freight is 48 items, or add \$2.00 per unit. Pouch net wt 16 ounces. Announcement letters. Posters when available. Shipped to the piece. Student Tally, Sort & Pack Available, add 6% of retail.	\$15.00	\$0.30		
 Del-1/2Mix	Broc #D-103 Profit Plan: Services	7	4 pg/wgrid	Delisheries Non-Froz. 1-1/4 lb. Yield Cookie Mix \$10 50% of \$10 suggested retail on 100+ items, 40% on less. Min for free freight is 48 items, or add \$2.00 per unit. Pouch net wt 16 ounces. Announcement letters. Posters when available. Shipped to the piece. Student Tally, Sort & Pack Available, add 6% of retail.	\$10.00	\$0.30		
 Del-1/2Mix	Broc #D-102 Profit Plan: Services	7	4 pg/wgrid	Delisheries Non-Froz. 1-1/4 lb. Yield Cookie Mix Your cost: \$5.00 ea. on 100+ items, \$6.00 ea. on less. Min for free freight is 48 items or add \$2.00 per unit. Pouch net weight 16 ounces. Announcement letters. Posters when available. Shipped to the piece. Student Tally, Sort & Pack Available, add 6% of sugg. Retail.	Unpriced	\$0.30		
 AV-2	Cocoa Profit Plan: Services	5	1 pg	Aspen Valley Gourmet Cocoa 1 lb. tins Your cost: \$7.20 ea., profit = 40% of sugg. \$12 retail. We will customize your order-taker form; you print. Set your own pricing. Free shipping on 24+ tins, or add \$2.00 per tin. Ann. letter, & tally forms. Shipped to the piece. Full cases 6/cs 1 flavor/cs available bulk.	\$12.00	You Print		n/c
 BB-11	Coffee Profit Plan: Services	22	6 pg	The Ultimate Beverage Collection for 2012 50% of sugg. retail on 500 or more bags, 40% on less. Free shipping on 48+ bags or add \$2.00 each. Announcement letter. Free tally, sort/pack by student on 500+ bags; add 6% of retail for this service on less or take bulk delivery.	\$14.00	\$0.30		Qty Posters
 BB-11	Coffee Profit Plan: Services	22	6 pg	The Ultimate Beverage Collection for 2012 Your Cost: \$7.00 on 500+ bags, \$8.40 on less. Set your own price \$10 and up. Free frt. on 48+ bags or add \$2.00 each. Announcement letter. Free tally, sort/pack by student on 500+ bags; add 6% of retail for this service on less or take bulk delivery.	Unpriced	\$0.30		Qty Posters
 BB-YA	Coffee Profit Plan: Services	14	1 pg	A Few of Our Favorite Things Year Around 50% of sugg. retail on 500 or more bags, 40% on less. Free shipping on 48+ bags or add \$2.00 each. Announcement letter. Free tally, sort/pack by student on 500+ bags; add 6% of sugg. retail for this service on less or take bulk delivery.	\$14.00	\$0.20		Qty Posters
 BB-YA	Coffee Profit Plan: Services	14	1 pg	A Few of Our Favorite Things Year Around Your Cost: \$7.00 on 500+ bags, \$8.40 on less. Set your own price at \$10 or more. Free shipping on 48+ bags or add \$2.00 each. We will design a custom sell sheet for you to reprint plus announcement letter master. No sort/pack option, bulk delivery only.	Unpriced	You Print		n/c
 First-Aid	Classic-1 Profit Plan: Services	14	1 pg	RightResponse® First-Aid - CLASSIC-1 50% of printed retail on personal first-aid. Min order for free freight is 24 items. Seller's Kit w/order form and envelope, announcement letter, poster when available. Shipped bulk.	\$10 - \$26	\$0.30		
 First-Aid	Classic-3 Profit Plan: Services	23	4-pg	RightResponse® First-Aid - CLASSIC-3 50% of printed retail on personal first-aid, 30% of printed retail on OSHA-compliant supplies. Min order for free freight is 24 items. Seller's Kit w/order form and envelope, announcement letter, poster when available. Shipped bulk.	\$10 - \$99	\$0.50		
 First-Aid	Spiiff&Biff-2 Profit Plan: Services	17	1 pg	RightResponse® First-Aid - SPIIFF & BIFF-2 50% of printed retail on personal first-aid,. Min order for free freight is 24 items. Seller's Kit w/order form and envelope, announcement letter, poster when available. Shipped bulk.	\$10 - \$26	\$0.30		
 First-Aid	Spiiff&Biff-3 Profit Plan: Services	23	4 pg	RightResponse® First-Aid - SPIIFF & BIFF-3 50% of printed retail on personal first-aid, 30% of printed retail on OSHA-compliant supplies. Min order for free freight is 24 items. Seller's Kit w/order form and envelope, announcement letter, poster when available. Shipped bulk.	\$10 - \$60	\$0.50		
 First-Aid	Breast Cancer Profit Plan: Services	17	4 pg	RightResponse® First-Aid - First Aid For Life 50% of printed retail \$25. Min order for free freight is 24 items or add \$2 per item. Full case orders available, \$150/case, 12 kits. Seller's Kit w/order form and envelope, announcement letter. Shipped bulk.	\$25.00	\$0.20		
 SupCed	Firestarters Profit Plan: Services	1	1 pg	SuperCedar FireStarters Your cost is \$6.60 per box, \$6.00 per box for Washington State residents. Minimum order is 18 boxes. Price includes shipping. Announcement letter and tally forms. Shipped to the box piece. Also available for full case purchases for direct selling	\$11.00	\$0.35		
 JUST 4 ME	Candles Profit Plan: Services	29	4 pg	Just For Me Soy Wax Candles "Simple Pleasures" Sell for \$12. Profit: 24-100 items = 40%, 101-1,000 = 50%, 1,001 or more = 60%. One free set of fragrance samples per group. Minimum order for free shipping is 24 candles or add \$2.00 ea. Announcement letter and tally forms. Allow up to 3 weeks for delivery.	\$12.00	\$0.50		
 ITZAZU	Soap for Kidz Profit Plan: Services	6	1	ITZAZU Hand Soap / Sanitizers for Kidz Retail \$6.50. Profit 50% on 336 units or more, 40% on less. One Free Itzazu Awards T-shirt for each \$1,000 in retail sales. Youth size S-XL Ann. Ltr., Brochure & order form, or, you have the option to print your own forms in color. Min order for free shipping 24 items or add \$2 ea..	\$6.50	\$0.40		
 DodoBg	Dodo Bag Profit Plan: Services	10	4 pg	Cotton "Go-Green" Totes from The Dodo Bag Co. Suggested retail is \$10. Your profit is 50% of sugg. retail on 1000 bags, 45% on 500+, and 40% on less. Shipped bulk. Ann. letter and tally forms. Minimum for free freight is 24 bags or add \$2.00 eac. Custom imprinting available on 100+ bags.	\$10.00	\$0.30		
 IB-21	Batteries Profit Plan: Services	21	4 pg	Interstate Alkaline Batteries for the Home 40% of printed retail. No minimum order and no minimum for free shipping. Sorting/packing by seller no charge. Announcement letter and posters. Direct on-line order entry. Summary reports, sort and pack by seller.	\$5 - \$35	\$0.30		

TERMS AND CONDITIONS - PLEASE READ BEFORE SIGNING

The following policies are a result of 18 years of experience with both good and bad circumstances. We do everything possible to make this process as easy, supportive and as successful for you as possible and maintain professional business ethics.

SHIPPING UPDATE: The cost to ship your product is included in your price based on minimums as noted and based on delivery to a BUSINESS/COMMERCIAL STREET ADDRESS. We are happy to schedule delivery to a residential street address, BUT this will add an additional 5% of retail to your invoice to cover the upcharge we pay the shipper.

WHY A DEPOSIT? Unfortunately, we learned the hard way. We mailed brochures, sometimes as many as 800, as requested to groups who never proceeded with their sale. BAKE & Co. buys these color brochures and then pays the expense to get them to you with start-up materials and samples. First-time customers requesting more than 50 brochures are simply asked to produce a refundable deposit. If we never hear from you again, we process your deposit. If you proceed, your deposit is voided. The ONLY way you will ever pay for a brochure is if it does not generate at least one item sold. Example: Request 300 brochures, sell 200 items; we will add the cost of the brochure for the 100 brochures that did not generate at least one item sold. IF this happens, it's usually because there was absolutely no promotion or publicity about your sale. We will do everything we can to help you with promotion and publicity!

AMENDMENTS OR SPECIAL TERMS FOR THIS AGREEMENT ONLY

CONTRACT EXPIRATION: This contract is considered time dated material. An issued but unsigned contract is void after 30 days from issue. Customer will start their fundraiser within 30 days from submitting a signed agreement, or contract terms are subject to change to be agreed to by both parties.

CONFIDENTIALITY: All customer information is kept strictly confidential. We do not sell mailing lists. Faxed information is received at a secure location. Customer receipts bear only the last four digits of the credit card number. BAKE & Co. is PCI compliant in the handling of credit card information.

OUR GUARANTEE: BAKE & Co. offers an unconditional money-refunded guarantee on quality. We offer a full replacement or refund guarantee on any damaged items (we may ask for a digital photo so our supplier can be reimbursed by the shipping company).

TIME LINES: It is expected that a fundraiser will begin within 30 days from the signing of this Sales Agreement. Beyond 30 days, terms relative to retail pricing, availability, and group profit structure are subject to change with notification to the Customer.

Be prepared to allow a minimum of 14 business days to receive brochures, 14 to 20 days to collect orders, five days to process results, collect late orders, or to mail forms to tally center; and a minimum of 14 business days for delivery. Each program has different services, minimums for free shipping, and profit structures as described above. Read them carefully. We do our best to expedite all of the above service timelines.

THE PROCESS: In summary, the chairperson enlists help from volunteers to package and distribute brochure kits per seller. This includes the order-taker brochure, an announcement letter describing the purpose, goals, incentives and important dates; the sales receipt form for cash sales or charitable contribution receipts, and an optional money collection envelope. We provide other promotional materials as may be needed.

At your discretion, "kick-off" assemblies, parent meetings, and presentations are an important part of publicity that is best conducted so it does not interfere with student learning time. This is a valuable opportunity for students or parents to ask questions; announce incentives and build excitement into the fundraising process.

Instruct sellers to collect money at the time they accept the order returning both to the chairperson by the due date. **CHECKS SHOULD BE MADE PAYABLE TO YOUR ORGANIZATION, NOT BAKE & CO.** Review order forms to ensure totals have been carried down and across and the amount ordered and money received balance. Verify names as readable. You will be provided with a data entry form and an order submittal file created in Excel. This file is then simply emailed back to us at which time we prepare your invoice. You may choose to print out these forms to do manual data entry and fax or call in your results.

SAMPLE PRODUCT: Each program is different as are customers' needs; sample product will be on a case by case basis. We want you to be successful and believe that sample product on display is a useful promotional tool. We will make no-charge samples available at our discretion. If you wish to sample product but have not committed to a sale, we will ship samples at cost plus freight and charge your credit card; all or a portion of this cost will be refunded and will show as a credit at the conclusion of a sale on your final invoice. We cannot provide samples on custom imprint items.

Upon receipt of your order, we will prepare your invoice. This will be e-mailed as an attachment or faxed to you based on your preference. If you do not receive an invoice within 2 business days, please call; we may not have received your order. **UNLESS YOU HAVE AN APPROVED PURCHASE ORDER, OR WE HAVE APPROVED CREDIT TERMS FOR YOU ON A CASE-BY-CASE BASIS, PAYMENT IS DUE UPON RECEIPT OF INVOICE. FOR FIRST-TIME CUSTOMERS, WE DO NOT RELEASE YOUR ORDER UNTIL PAYMENT HAS BEEN RECEIVED. On first aid program, you will be billed directly by First-Aid Only.**

SHIPPING: The less shipped, the higher the freight cost. For this reason, we offer free shipping on a stated minimum number of items to a business/commercial address. Below the minimum, the customer will pay the shipping at a \$2.00 per item cost added to the invoice. If you wish delivery to a residential street address, add 5% of the retail sale to cover the up charge we pay for this service. Note: Freight costs above all else determine our stated profit percentages and minimums.

AUTHORIZED SIGNATURE: The person(s) signing this Sales Agreement under "Authorized Signature" on page one accepts financial responsibility on behalf of the organization to ensure payment in full to BAKE & Co. and may be held jointly liable for any unpaid balance or collection expenses.

TAX IDENTIFICATION NUMBER: BAKE & Co. Fundraising is a wholesale distributor; this means we only sell to customers who "resell" the products we supply and who can provide us with a tax identification number for their organization. The customer organization may or may not be exempt from collecting sales tax.

SALES TAX: Our printed materials do not include sales tax nor do we collect or pay taxes on a customer's behalf. The customer must determine if they are responsible for collecting sales tax or if they are tax exempt based on their non-profit status in the state where the sale is being held.

PAYMENT: We accept checks drawn on your organization's account, money orders, VISA, MasterCard, American Express and Discover. We do not accept any other credit cards or personal checks. **OUR FEE FOR NSF CHECKS IS \$50! Any balance due and unpaid past 60 days from shipping goes to legal counsel nearest your location for claims collection; customer incurs all collection fees.** Credit card information written onto this form and faxed to us is secure on this end and viewed only by the owner. You may prefer to call us if you do not want your credit information on the faxed paperwork or if you plan to send it as a scanned email attachment. **Credit terms are extended on a case-by-case basis, but in all cases, the amount due is delinquent after 30 days from shipping; collection expenses are incurred at 60 days from shipping.** For first-time customers, we will release your order for shipping upon receipt of payment. First Aid Only terms apply on their product. We are PCI compliant.

PURCHASE ORDERS: If your organization or school district is required to take delivery prior to payment then a purchase order needs to be requested from your accounting office and the form and number provided to us. **BAKE & Co. terms are payment within 15 days of delivery.** Credit references may be requested. We may agree to partial payment, with half paid prior to shipping, the balance due on delivery. In all cases, a paper copy of the actual Purchase Order from a district office must be faxed to BAKE & Co. (206) 938-1746 before we will release any order for shipping. Any balance due exceeding 60 days goes to counsel nearest your organization for collection at customer's expense. Payment in full is to be made by the due date regardless of any discrepancy needing remedy, e.g. a missing item or replacement.

CANCELLATION: If you cancel your sale and BAKE & Co. has already prepared sales materials and shipped brochures, you agree to pay a \$40 cancellation fee for our services. You will also forfeit your deposit if brochures are of a short-term seasonal type or not returned to us in a reusable condition within 14 days of cancellation notice--customer pays shipping to return brochures.

DELIVERY: Goods are shipped directly from the manufacturer in bulk or packed by seller. BAKE & Co. accepts no liability for delays or errors due to conditions beyond our control, including but not limited to manufacturer's shortages, shipping delays or errors, loss or damage. Manufacturer's warranties apply. BAKE & Co. makes every effort to ensure timely and accurate delivery. In almost all cases, we provide a tracking number when your order has shipped.

CUSTOMER'S RESPONSIBILITY AT DELIVERY: Customer agrees to personally take delivery of the order, to verify there is no external damage, that the case count matches the packing slip, and to SIGN the packing slip before the driver leaves the site. Failure to count and verify your delivery will waive your right to remedy an incomplete order. Customer further agrees to promptly open cases and count items against the BAKE & Co. invoice PRIOR to distribution to sellers or waives their right to free correction for order packing errors.