

Cowgirl Chocolates Fundraiser Instructions

- 1) Print both the Order Form and Product Image/Description to carry with you when soliciting orders.
- 2) Sell, Sell, **SELL!!!** Beginning today, you have until Saturday Feb. 1st to collect as many orders as you can.
- 3) Notes on taking orders:
 - a. Write legibly. An indecipherable address written by you or your customer makes delivery VERY difficult.
 - i. Also, be very careful NOT to lose your order form(s).**
 - b. Be polite. Always thank people for their time whether they buy something or not. (They may not care for chocolate, but that doesn't mean they won't buy a car wash ticket from you this summer☺)
 - c. Collect money at the time the order is placed. This cuts down on confusion later and guarantees you can purchase the chocolates from Cowgirl without any personal risk.
 - i. NOTE:** Payment for the chocolates is due directly to Cowgirl at the time your order is placed—i.e., Feb. 1st or sooner. Cowgirl is generously providing the chocolate assortments at cost (\$7.95 per box, tax included) so please be prepared to pay for your chocolates ($\$7.95 \times \text{Total Boxes Sold}$) when you submit your order with Cowgirl☺
 - ii. Remember that we are selling each box for \$15 (That's at terrific 47% profit!!!)**
 - d. Always ask permission of a parent/guardian before selling door to door. Better yet, invite them to join you or partner up with a fellow student traveler and start pounding the pavement.
 - e. If you collect more orders than can be recorded on a single order form simply print another blank order form and set to work filling that one as well☺
- 4) Orders must be placed directly with Cowgirl Chocolates NO later than the end of business hours (5:30pm) on Saturday, Feb. 1st.
 - a. Cowgirl Chocolates is located at:
*428 West 3rd Street #3
(Corner of 3rd and Lilly)
Moscow, Idaho 83843*
 - b. Cowgirl shop hours:
*Monday – Saturday
10:00am – 5:30pm*
- 5) Your chocolate order will be ready for pick-up at Cowgirl's shop on Monday, Feb. 10th during their regular business hours (10am-5:30pm). We strongly recommend collecting your chocolates that Monday, or as soon after as possible to allow you ample time to deliver the candies on, or in advance of Valentine's Day—i.e., Feb. 14th.
- 6) If/when questions arise please don't hesitate to email me @ danielhaley54@hotmail.com or drop by Matthew's or Jason's classrooms for clarification.