

READ & SAVE THIS SHEET

RUBI REDS FUNDRAISER 2023/2024 Season:

Thank you for considering Rubi Reds for your fundraising efforts. Our program is unique in many ways and is especially appealing for the quality of our Wisconsin made products which highlight the cranberry, Wisconsin's #1 fruit crop.

PROCEDURES:

1. Inform your sellers and ONLINE customers of the date by which their orders should be placed. We will need your orders 10 business days prior to your preferred delivery date.
2. Share the website with your sellers www.rubiredsfundraiser.com Note: This is a separate website from our regular store website. You can also share the FORM EMAIL (This will be emailed to you once your sale is set up.)
3. Go out and sell using our Sales Brochures. Sellers should collect payment at time of order (payable to your organization) **Checks should be made payable to YOUR ORGANIZATION, not Rubi Reds.** You will submit ONE check to Rubi Reds from your organization.
4. Profit: Prices in the brochure reflect the cost to your customer. Your organization will earn **40% of your total sales** to customers. Profit from the ONLINE sales will be calculated on your final invoice (as a CREDIT) by Rubi Reds.
5. Tally your orders from physical sales (brochures). (Excel file will be provided via email) Send totals to us via email, phone, or USPS. We will first confirm and then start processing your order as soon as we receive it.
Rubi Reds will keep track of and include ONLINE customer purchases and keep you informed of the totals and your profit.
6. **You may PICK UP your order at our Wisconsin Rapids location OR we offer free shipping/delivery** within a 90-mile radius of Wisconsin Rapids. If you are outside the 90-mile radius, please call to discuss your shipping options. Should shipping charges apply to your completed order, that amount will be deducted from your profit check (explained below).
7. An INVOICE will be emailed to you and will include all SUBMITTED orders from your tallies **and** ONLINE sales. 40% Profit from ONLINE sales and any shipping charges (if applicable) will be reflected on the invoice. Final payment within 10 days of receipt of invoice is requested, unless otherwise determined for specific date.
8. Following delivery of product from Rubi Reds, your organization is responsible for dividing and delivering the orders to your regular customers. Your organization is also responsible for delivering any online orders from customers that choose that option. These online orders will be packaged separately when you receive them.
9. A spreadsheet for ONLINE orders will be included in your delivered orders.

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