

BALZAC MEATS FUNDRAISER INFORMATION

THE FINAL ORDER FOR YOUR CLUB MUST BE SUBMITTED ON AN EXCEL SPREADSHEET AND EMAILED AS AN ATTACHMENT TO RODMCL@TELUS.NET.

ON THE SPREADSHEET YOU MUST HAVE THE FOLLOWING COLOUMNS

SELLERS NAME (LAST NAME, FIRST NAME ALL IN ONE COLUMN)

BUYERS NAME (FIRST NAME LAST NAME ALL IN ONE COLUMN)

LETTER OF THE PACKAGE ORDERED

QUANTITY OF THE PACKAGE ORDERED

TOTAL VALUE OF PACKAGES ORDERED

IF YOU HAVE ANY QUESTIONS REGARDING THE SPREADSHEET PLEASE CALL.

WE DO NOT WANT YOU TO SEND US YOUR SELLING OR TALLY SHEETS. YOU WILL BE RESPONSIBLE FOR MAKING SURE THAT YOUR ORDERS ARE CORRECT AND BALANCE WITH THE MONEY YOUR CLUB HAS COLLECTED.

THE CLUB OR ORGANIZATION WILL RECEIVE 20% OF THEIR GROSS SALES. ALL CHEQUES FOR THE FUNDRAISER ARE TO BE MADE PAYABLE TO YOUR CLUB OR ORGANIZATION. ONE CHEQUE IN THE AMOUNT OF 80% OF YOUR FUNDRAISER MUST BE SUBMITTED TO BALZAC MEATS PRIOR TO DELIVERY OF YOUR ORDER.

PLEASE FIND ATTACHED TO THIS E-MAIL TWO PDF FILES THAT CONTAIN A COPY OF A SELLING SHEET AND A TALLY SHEET. THESE SHEETS CAN BE USED TO HELP YOU AND YOUR CLUB MANAGE YOUR SALES.

THE SELLING SHEET IS USED FOR EACH INDIVIDUAL THAT PURCHASES MEAT. THEY CAN SELECT ONE OR MULTIPLE PACKAGES ON ONE SHEET AND THEN YOU CAN TOTAL THEIR ORDER AT THE BOTTOM OF THE SHEET.

THE TALLY SHEET IS USED TO TOTAL EACH SELLERS GROSS SALES. THE TALLY SHEET IS THEN ATTACHED AS THE TOP SHEET WITH ALL OF THE SELLING SHEETS.

ON ORDERS LESS THAN \$7,500 YOU MUST ARRANGE FOR PICKUP.

IF YOUR ORDER IS OVER \$7,500, WE WILL BE GLAD TO DELIVER. HOWEVER, IF WE DO DELIVER, ALL ORDERS MUST BE PICKED UP ON THE AGREED DELIVERY DATE. NO ORDERS WILL BE HELD AT OR TAKEN BACK TO FOR FUTURE PICKUP.

PLEASE CONTACT ROD OR APRIL TO SET UP A DATE TO BOOK YOUR NEXT FUNDRAISER. WE CAN BE REACHED BY PHONE AT 403-540-7986 OR BY EMAIL AT rodmcl@telus.net.