



MASTER ORDER FORM INSTRUCTIONS:

Congratulations on running a successful fundraiser! Please follow the instructions below and feel free to contact us with any questions at yolanda@raisingthelights.org.

1) COMPLETE THE MASTER ORDER FORM

Please complete the attached **Master Order Form**. Be sure to write clearly and legibly so we can quickly get your orders to you (NOTE: we recommend that you wait 7 days from the close of your fundraiser before completing the form to ensure all the checks you receive have cleared.) Then, simply total all your Individual Total orders for each of the products and calculate the "GRAND TOTAL" for your order.

2) SUBMIT YOUR ORDER

Once you have completed the **Master Order Form**, please send it to us along with a check for 50% of the GRAND TOTAL, which is your deposit. Checks should be made payable to "**Raising the Lights**TM". The remaining 50% will be due prior to delivery of your order. We make every effort to keep shipping costs to a minimum, however, the costs of shipping the products to your contact person will be added to your order. Thus, if the shipping costs totaled \$100, this would be added to your final payment.

3) DISTRIBUTION

Usually, we are able to deliver the products to you within 2 weeks of receipt of the **Master Order Form**. Remember to schedule a distribution day as part of your fundraiser effort! The individual sellers should bring their **Individual Total Order Forms** to the distribution day to receive their products, which they, in turn, will distribute to the buyers on their order forms.

4) CELEBRATE!

In addition to the incentives provided by **Raising the Lights**, be sure to celebrate your success; in addition to raising money, you have raised awareness and most importantly helped your community fight global warming! Congratulations!!!