

## **Fundraisers available any time of the year!**

We are the answer for successful fundraising. We have proven time and time again that with our great service, top quality pizza & products, value and item selection, your organization is guaranteed to have another successful and profitable fundraiser. Visit our website at [www.lebbypizza.com](http://www.lebbypizza.com) and click on the “products” tab to see pictures of all of our items.

### **Services We Provide To You:**

#### **Free Pizza Incentive:**

- If your Group Sells 1,000 Items, The Highest Seller Will Receive: 4 Ch, 4 Saus, 4 Pepp. Pizza's

#### **Deliveries:**

- Mondays work the best. Tues-Fri (early afternoons) and Saturday Mornings (upon request)
- Products will be delivered to your location. We will bring bags, boxes and markers for sorting.
- If desired- Lebbys will stay at your location and help sort items.

#### **Printable Order Forms- Tallying:**

- The fundraiser sales form sent via e-mail (excel) can be edited so you can type in your prices.
- This form should be printed and used by the seller to place their orders.
- If you don't have your own tallying spreadsheet, our spreadsheet can be used. Just ask if needed.

#### **How to Get Started:**

- Call Lebbys for information and to let them know when you want to start selling.
- A 2-week selling period seems to work well. It's not too short and not too long.
- Your organization determines the selling prices for your profit. Sugg: Round to nearest quarter.
- If possible, We encourage you to schedule a delivery date right away to ensure availability.

#### **After Selling is Complete:**

- Call or e-mail your final numbers (only totals of each item needed). Verify date & pick up times.
- A 14 day waiting period is required once your final numbers are received. (Example: If totals received Jan 7<sup>th</sup>, delivery could be Jan 21<sup>st</sup>.) subject to change if arrangements made
- A one hour sorting period followed by a one hour scheduled pick up period seems to work well. (Example: Lebbys arrives at location at 10am to sort, pick up from 11am-noon).

#### **On Delivery Day:**

- The fundraiser organizer should bring the sales sheets for each person who sold items. We will put this form with each order as they are sorted. It will be used by the seller so they know who they sold items to and to reference for their distribution.
- Please have 1 or 2 people available to assist with the sorting process.
- Each seller is responsible for sorting their own orders individually by purchaser and for the distribution of those items.

#### **Terms and Payments**

- Lebbys must obtain your organizations tax exempt number or their sellers permit number on or before delivery date
- Please make (one check) for total amount due payable to Lebbys Frozen Pizza. *No personal checks.* Payment due upon delivery (unless other arrangements made)