



*Fannie May*<sup>®</sup>  
FINE CHOCOLATES

## HOW TO REQUEST YOUR ORDER FORMS

- 1** This information will be used to establish your account. Please make sure all information is accurate. If you have participated in a Fannie May program in the past, please enter your account number in the space provided. If this is your first Fannie May sale, you will be assigned an account number when we receive your request. A tax-exempt letter must be submitted to our office in order for tax charges to be waived.
- 2** Please include a ship to address for order materials (if different from account information included in number one.)
- 3** Include the discount percentage you will pass on to your buyers in the space provided. If you choose to keep the full profit please indicate 0% on the line. If you choose to pass any portion of your discount to your buyers, indicate the percentage you wish to give. The percentage remaining is your profit.

**4**



We will ship direct to your participants' address via UPS Ground at no charge (your participants will distribute to their buyers). This feature will allow you to take the distribution hassle out of your hands. All you have to do is collect the funds along with the order forms and return the completed order forms in one bulk shipment back to Fannie May<sup>®</sup> in the postage paid envelope provided by Fannie May<sup>®</sup>. Fannie May<sup>®</sup> will have the product delivered direct to your participants' within the week you specified for delivery. Sorry we can not ship direct to buyers, only to authorized participants (organization members), unless they meet the qualifying criteria of spending \$500 to a single U.S. address. We are no longer using exact delivery dates as the orders are shipping UPS ground. Use the Order Processing Schedule on the reverse side of your Request Form and please provide the week you would like to have candy delivered to your participants.

*For example...* If you request candy delivery week of December 1st, we need to have order forms in our office by November 17th. We will process your order to deliver to you by December 1st. Keep in mind the order will ship UPS ground which means the order may arrive earlier than requested or could arrive a day later than requested. Please allow time for your participants to distribute to their buyers.

- 5** Please include the date you would like your sales materials delivered to you. Allow 7-10 business days from the date your request for order forms was submitted to our office. We strongly suggest using multiple participant order forms for all school and large group fundraisers.

Please send your Request for Order Form to:

**Fannie May Candies**  
**Attn: Quantity Order Division**  
**8550 W Bryn Mawr Ave**  
**Suite 550**  
**Chicago, Illinois 60631**

Or, you may fax your request to:

(888) 599-3629

**If you have any questions, please call Customer Service at (800) 444-3629**

*Thank you for partnering with Fannie May Candies to meet your fundraising needs.*



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**ORDER PROCESSING SCHEDULE**  
*CHRISTMAS 2008*

If you want delivery the week of:

Forms must be in our office the week of:

November 17th

November 3rd

November 24th

November 10th

*(November 27th – Thanksgiving Holiday – No business transacted)*

December 1st

November 17th

December 8th

November 24th

December 15th

December 1st

December 22nd

December 8th

**There is a 2 week turnaround time once we receive your order to get it processed and delivered.**

**Please Direct Any Questions to:  
CUSTOMER SERVICE AT 1-800-444-3629**

*Christmas is Thursday, December 25, 2008*





# Fannie May<sup>®</sup>

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## REQUEST FOR ORDER FORMS

**1** ACCOUNT NUMBER: \_\_\_\_\_ No Sales Tax      Add \_\_\_\_\_ % Sales Tax  
(Section below is account information. This information will be set up in our database.)

ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**2** SHIP FORMS TO: \_\_\_\_\_  
(If different from address above)



**3** DISCOUNT PERCENTAGE: \_\_\_\_\_ (In 5% increments)  
(This is the discount percentage which you will pass on to your buyers)

### DELIVERY DATES

**4** **Product will ship direct to each participant via UPS (unless order is large enough to warrant truck delivery)**  
To choose the week product is to be delivered to your participants, refer to 'Order Processing Schedule' on the reverse side of this form.

You have requested to have your candy order delivered the week of: \_\_\_\_\_  
Therefore your order forms must be in our office the week of: \_\_\_\_\_

**5** You require your sales materials on: \_\_\_\_\_  
(Allow 7 - 10 business days for delivery)

Sale Materials:	Multiple Participant Forms	_____	Sample layout 
	Single Participant Forms	_____	
	Catalogs	_____	
	Money Envelopes	_____	

For Office Use Only	
Date Received: _____	Other: _____
Sales Code: _____	CSR: _____

Please send your request for order forms to: <b>Fannie May Candies</b> Attn: Quantity Order Division 8550 W Bryn Mawr Ave Suite 550 Chicago, Illinois 60631 FAX: (888) 599-3629
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