



a fair trade organization

Closing the Gap: Impacting the world

www.intoworld.org

Fundraise with INTO product!

INTO is happy to be involved in your fundraising efforts. Our mission “*to enable the underprivileged to generate change for themselves through trade and education*” fits into almost any school’s, college’s, or church’s fundraising plans to raise money for a service or educational trip, a charity or a mission. What better way to raise funds than selling items that benefit other people? Below are details on how to request INTO products. We look forward to hearing from you!

How to start:

Step 1: Visit INTO’s website. Download the order sheet off the “fundraising” link.

Step 2: Fill out the order sheet after you have viewed INTO’s product line and decide what products would best fit your community’s market.

Step 3: Email INTO the order sheet as an attachment to info@intoworld.org or mail it to 32 Canterbury Circle, Oberlin, OH 44074 or fax to 440.774.3546. When INTO has received your order sheet a representative will contact you.

Step 4: When you get your shipment sell, sell, sell and make sure to keep track of what you sell by item # and color!

Step 5: When your event/campaign is over tally up the products sold by product # and color on the form enclosed with your shipment. Enclose this form along with the remaining product and ship to INTO, 32 Canterbury Circle, Oberlin, OH 44074.

INTO’s consignment agreement:

- 1) INTO will charge your organization the wholesale price for each product sold by your organization. This gives you the ability to mark up the product to raise funds!!!**
- 2) INTO requires one week to process your order and ship out to the address given. (This will change if the product is not in stock. If not in stock INTO will contact you within 48 hours of your received order to inform you when your product would be available and make any adjustments to your order). INTO recommends ordering at least one month prior to your event.
- 3) INTO will provide promotional information that will include cards with each product explaining the artisan who made it, two posters to add to your display and suggested retail prices at no additional cost.
- 4) INTO is entrusting you with the product under a consignment agreement which means that whatever you do not sell you can send back to INTO. You are only responsible for paying the return shipping cost. However, if this product does not get back to INTO within a two month period from the date when INTO first sent the product out OR if INTO finds imperfections/defects in the product that did not exist previously INTO will charge the credit card for the products not received or for those received with imperfections. If this occurs INTO will notify you through email before charging you.
- 5) INTO requires returned product no later than 10 days following your event with enclosed order form and “quantity sold” column completed (unless otherwise agreed by an INTO representative and someone from your organization). Within three days INTO will email an invoice. Payment must be sent within two weeks of dated invoice. If INTO does not receive the payment within 3 weeks of dated invoice then an INTO representative will contact you. Payments received after 4 weeks of dated invoice will be charged a \$2.00 fee for every day late until payment is received (unless otherwise contacted by your organization).