

White Cloud Coffee Fundraiser Program



The Process

In order to successfully partner with you and your organization, please provide us with contact information. (Custom information form attached) This will help to improve communication and lead to a pleasant and successful experience.

As a Fundraising client you may receive a custom label to identify and support your organization and or cause.

Please follow the label ordering instructions provided. (Design request form attached)

Products offered:

- Coffee Products 12 oz bags (see full list on Summary Form)
- Hot Chocolate 16 oz bags

Processing orders:

- Processing your order will begin when we have ***an approved label on file, your coffee order and payment method.***

- ***To place your first order:***

Call: 208-322-1166 or 1-800-627-0309 (Open 9:00 - 3:00, Mon-Fri)

Please leave a message if you call during off hours.

- Fulfilling orders will take approximately 5-7 business days from the date of order. (Depending on size of order this timeline could be longer or shorter – we will contact you as soon as the order is completed and ready for pick-up)

Re-orders may be:

Phoned in: 208-322-1166 or 1-800-627-0309 (Open 9:00 - 3:00, Mon-Fri)

Faxed to: 208-322-6226

E-Mail: coffeeorders@whitecloudcoffee.com

Whichever method used, please contact us by phone so that we can ensure your order is received and processed on a timely and accurate basis.

Payment methods:

All coffee is to be paid for upon order completion.

Please provide your credit or debit card information when placing your first order. Your account will be charged once the order is completed.

Walk-in clients may pay by a local check.

We cannot start your order until we have received your payment information.

Pick Up/Shipping:

Orders will be ready for shipping or pickup within 5 to 7 business days (depending on size of order) from the receipt of your order.

On occasion, there are delays due to label availability or special handling requirements.

Please provide any special requests on a timely basis.

This will help us to ensure we either meet or exceed your expectations!

White Cloud Coffee Fundraiser Program



Checklist

- Provide contact information (Customer Information Form attached)
- Order custom labels when applicable (Design Request Form attached)
- Silver is the default bag color, but we do offer additional selections.
Ask our graphics team when ordering custom labels for appropriate color bags.
- Please supply us with a credit or debit card number when placing your first order.
- Submit your re-orders either by fax, email or over the phone.

Your account will not be billed until we ship or place it on will-call.

You may pay with a local check when you picking up orders.

Please note that we cannot start your order until we have final label design & payment information.

Please let us know about the success of your fundraiser and feel free to talk with us about setting up a perpetual program for the future.

White Cloud Coffee Fundraiser Program

199 E 52nd • Boise, Id
208-322-1166 • Fax 208-322-6226



Customer Information

Business

Name: _____ Tax ID Number: _____

Street Address: _____

City - State _____

Zip: _____

Contact Person: _____ 2nd Contact: _____

Phone #: _____ Phone: _____

Cell #: _____ Cell #: _____

Email: _____ Email: _____

Fax #: _____ Fax #: _____

Payment Method: Credit
 Debit
 Check

Type of Program: Door to Door
 1 Time Event
 Recurring

Shipping Method: Pick Up
 UPS

Requested Date: _____

Shipping Address: _____

Comments: _____

White Cloud Coffee Fundraiser Program

199 E 52nd • Boise, Id
208-322-1166 • Fax 208-322-6226



Design Request

Fundraiser customers may receive a custom label to identify their organization/cause. Custom labels include: logos, slogan or text you want to incorporate.

Please provide a copy of your logo in one of these formats.
And specify any fonts used in your artwork.

- Illustrator file (eps format)
- PDF format
- JPEG / TIFF (highest resolution)
- Clean Paper copy

We need the best possible artwork you can provide for a high quality image for your label.

Contact

Send artwork to tricia@whitecloudcoffee.com to receive immediate attention.

A CD with artwork may be dropped off or sent to us at:

White Cloud Coffee

199 E 52nd • Boise, ID 83714

Attention: Fundraising Program

After **final approval** of the label, you may contact our order desk at:
208-322-1166 or 1-800-627-0309 to place your order.

****We require final label approval before processing any coffee orders.***

Bags

All product is provided in a high quality flavor-locked, **silver colored** bag.

Silver tends to work best with most artwork, it is least likely to clash with other colors.

We do have other colors available and you may discuss your request with Tricia.

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208-322-1166 • Fax 208-322-6226



Product Selection

All coffees are available in **whole bean or ground form.**

Coffee packaged 12 oz bags • Hot Chocolate packaged 16 oz bags

White Cloud Coffees

Breakfast Blend - *A classic combination of French Roast and Central American coffees. A perfect way to start your day!*

Cowboy Blend - *A combination of Sumatra, Kenya and Costa Rican coffees. A medium dark, robust blend of coffee.*

French Roast - *A rich, gutsy, well-balanced coffee. A stout bodied coffee with a thick, creamy consistency that holds up with all the cream you like in your coffee.*

Kona Island Blend - *A light bodied coffee with a sweet caramel taste and superb aroma.*

Flavored Coffees

French Caramel Crème - *Our house coffee blended with a french caramel crème flavor. One of our top flavored coffees, try it and see!*

Frangelica - *Our house coffee blended with a hazelnut cream flavor. With a hint of vanilla, this is a favorite of many!*

Decaffeinated Coffees

Decaf Colombia Supremo - *A full bodied coffee with a slight winey tone and a wonderful aroma. A medium bodied flavor without the caffeine.*

Decaf Vanilla - *Our house coffee combined with a creamy vanilla flavor.*

Other Products

Hot Chocolate - *A wonderfully warm treat made from the finest cocoa.*

White Cloud Coffee Fundraiser Program

Summary Sheet



199 E 52nd • Boise, Id 208-322-1166 • Fax 208-322-6226

Organization: _____

Contact: _____

Order Date: _____

Due Date: _____

White Cloud 12 oz. WHOLE BEAN		
Code	Qty	Item
9439101806F		Breakfast Blend
9439102306F		Cowboy Blend
9439100216F		DF Colombia Sup
9439106316F		DF Vanilla
9439109206F		Fr. Caramel Crème
9439105206F		Frangelica
9439103806F		French Roast
9439102606F		Kona Island Blend

White Cloud 12 oz. GROUND		
Code	Qty	Item
9439101806FG		Breakfast Blend
9439102306FG		Cowboy Blend
9439100216FG		DF Colombia Sup
9439106316FG		DF Vanilla
9439109206FG		Fr. Caramel Crème
9439105206FG		Frangelica
9439103806FG		French Roast
9439102606FG		Kona Island Blend

Non Coffee Items 16 oz.		
Code	Qty	Item
210		Hot Chocolate

*Due to the specific packaging of your order, all sales are final.

WHITE CLOUD COFFEE FUNdraising INSTRUCTIONS



1. Read over Packet Information.
2. Set your Goals, Develop a Plan of Action.
3. Get the word out, promote!
4. Hit the streets! Remember to bring a calculator!

INSTRUCTION FOR FILLING OUT THE ORDER SIDE OF ENVELOPE

1. Fill in Name/Address & Phone #.
2. Fill in their order
 - WB = Whole Bean G= Ground Coffee
 - Example: 3 under GRD Cowboy Blend = 3 bags of Cowboy Blend GROUND

 - Add up your customers order
 - Total # of bags
 - Multiply by cost per bag _____(to be determined by organization)
 - Fill in total price
 - Inform your customer the total of their order.

INSTRUCTIONS FOR FILLING OUT THE SUMMARY SHEET

1. On the top of the Summary Sheet, fill in your organizations information.
2. Then proceed to filling out coffee quantities from the totals of the individual orders
 - Fill in total coffee quantities for order forms
 - **REMEMBER TO SEPARATE GROUND & WHOLE BEAN.**