

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 ENVELOP

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

3. On the top of the Summary Sheet fill in your organizations information
4. 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**