

Organization: \_\_\_\_\_ Account Number: \_\_\_\_\_

**1. CHOOSE YOUR CATALOG(S).**

We would like to use the following catalogs: Close Buy \_\_\_\_\_ Add on Genevieve's 2018 Fall Catalog (optional) \_\_\_\_\_

**2. TELL US HOW MANY CATALOGS TO SEND, AND BY WHEN: (NO CHARGE FOR SCHOOLS THAT COMPLETE THEIR FUNDRAISERS)**

Our school enrollment is \_\_\_\_\_. We would like to receive \_\_\_\_\_ catalogs by (date): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

CHAIRPERSON'S ADDRESS	CATALOG SHIPPING ADDRESS	PRODUXT DELIVERY ADDRESS
NAME	SCHOOL / ORG NAME	SCHOOL / ORG NAME
ADDRESS	ADDRESS	ADDRESS
CITY / STATE / ZIP	CITY / STATE / ZIP	CITY / STATE / ZIP
BEST PHONE NUMBER	BEST PHONE NUMBER	BEST PHONE NUMBER
CHAIRPERSON'S EMAIL ADDRESS (REQUIRED):		

3. LAST YEAR: Our Fall 2017 gross sales were: \$ \_\_\_\_\_

4. SCHEDULE: We would like to run our fundraiser in the following dates between 9/1/18-10/19/18: (We understand that we may not run fundraisers from other companies during these dates). Starting Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ending Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

5. PRODUCT DELIVERY: We would like our delivery the week of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and will confirm the date with Close Buy. Product delivery is approximately 3 weeks after the receipt of our order forms, and the earliest delivery date is 11/1/18. Freight is free with a gross sale of \$6500 or greater. Online sales do not qualify towards free freight minimum.

6. PROFITS: Profit percentage is determined by combining internet and catalog sales.

Close Buy: 30% on paper and internet orders. (Genevieve's Catalog: 50% on gross sales of \$8000 and over, and 40% on gross sales up to \$7999. Genevieve's internet sales: 40%).

7. PAYMENTS: An invoice will be emailed to the chairperson listed above, and payment is required before orders are shipped. If your school is owed money, please tell us where to send your check:

PAY TO THE ORDER OF: \_\_\_\_\_ SHIPPING ATTN: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

8. We would like to participate in the prize program (more info online): \_\_\_\_\_ YES \_\_\_\_\_ NO

ANY SPECIAL INSTRUCTIONS?

# TERMS & CONDITIONS

**Partnership:** Close Buy is partnering with Genevieve's/McLaughlin Paper, a Massachusetts-based school fundraising catalog. Genevieve's will be managing Close Buy's orders and fulfillment. All of our data will run through their sophisticated and smooth system. In order for this to happen, Close Buy customers will be shopping via the Close Buy portal on genevieves.com, and invoices will come from their company, on our behalf.

**Sales Tax:** In order for a school / charity to collect orders via paper form, it must be exempt from Maine sales tax and must attach proof of tax-exempt status to this contract. Organizations that are required to pay sales tax may still participate in Close Buy fundraisers, however they will be limited to online ordering (ie: no paper order forms). Any applicable state sales tax will apply to orders.

- Fundraising entities that are sales tax-exempt may fundraise using both the paper order forms and online.
- Fundraising entities that are not tax-exempt may fundraise using Close Buy's website only (paper catalogs are still available).

**Order Placement:** Schools should instruct those selling the products to collect payment from purchasers in the form of cash or checks made payable to the participating school or non-profit organization at the time the order is made, and to fill out the order forms completely. Schools shall be responsible for ensuring that all order forms are complete and legible. ALL paper order forms must be sent to Genevieve's (Close Buy's partner, handling fulfillment) by end of business day, 10/22/18 (a prepaid envelope will be provided by us). CBC is only able to accept checks from the tax-exempt fundraising organization and cannot accept personal checks from individual customers. Alternatively, the PA/NP may invite purchasers to order online at [www.closebuycatalog.com](http://www.closebuycatalog.com) and pay by credit card.

**Distribution:** Close Buy shall have no liability for losses sustained by any party on account of errors made during distribution of the Products by schools to purchasers.

**Indemnification:** The fundraising school or non-profit agrees to defend, indemnify and hold Close Buy harmless in respect to all claims, acts, suits, proceedings or demands of any nature related to products or the distribution of products by the school, excepting any action or inaction on the part of Close Buy that can be shown to be reckless. This indemnification by the school or non-profit shall extend to all acts, suits, proceedings, demands, assessments, judgments, costs and expenses, including reasonable attorneys' fees.

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Signature of Fundraising Organization

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Close Buy Signature

**CONTACT MASEY KAPLAN ANY TIME, AT MASEY@CLOSEBUYCATALOG.COM OR 207-838-2567**

GROSS SALES	\$6500+	\$5,000-6499	\$2,500-\$4,999	\$1,000-\$2,499	\$999.99
FREIGHT CHARGE	FREE	\$117	\$87	\$70	\$30

Prices apply to schools in MA, ME, VT, RI, NH, CT, NY and NJ • Online orders over \$79 ship free to customers' homes  
Online orders that ship directly to customers are not added to student sales when determining freight costs.

CLOSE BUY • 102 EXCHANGE ST. • PORTLAND, ME 04101 • PHONE 207-838-2567 • [CLOSEBUYCATALOG.COM](http://CLOSEBUYCATALOG.COM) • [MASEY@CLOSEBUYCATALOG.COM](mailto:MASEY@CLOSEBUYCATALOG.COM)  
GENEVIEVE'S • PO BOX 147, WEST SPRINGFIELD, MA 01090 • PHONE 800-842-6656 • FAX 413-730-6604 • [GENEVIEVES.COM](http://GENEVIEVES.COM)