

# Zonta District 11 Bedsheet Fundraiser 2016 Club Instructions

<i>Step 1</i>	<b>AQUIRE CLUB SALES PACKET</b> Each club will receive a Sales Packet. Make copies of order forms for each member.
<i>Step 2</i>	<b>START SELLING</b> Ask members to take orders. Set a Deadline. Collect and compile orders.
<i>Step 3</i>	<b>PLACE ORDERS</b> Order directly from Simply Sheets (See Contact Info sheet) <ul style="list-style-type: none"><li>• Make sure you identify the organization as <b>Zonta District 11</b></li><li>• Identify <b>one club member</b> to receive all sheets.</li><li>• Send checks for orders to the District Treasurer (see below). Make checks payable to <b>Zonta International District 11</b></li></ul>
<i>Step 4</i>	<b>RECEIVE ORDERS</b> Your product will be delivered within 10 business days after payment is received by Simply Sheets, from the District treasurer.

## Costs

- The cost per sheet set is \$40.00 (including shipping and handling).
- Extra pillowcases are \$12.00 per set (including shipping and handling).

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## Sales Packets

- Each sales packet includes a color chart, order forms and sheet sample.

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## Placing Your Order

- Number your order forms before faxing or emailing.
- Please use a cover sheet when faxing and include your contact information and the number of pages being sent.
- Fax order forms to 800.820.9901 or email orders to [Orders@simplysheets.net](mailto:Orders@simplysheets.net)

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## Payment

- Payments are made to the 2016-18 District Treasurer. Mail to:

Donna Poulton, Treasurer

Zonta District 11

4751 Lightkeepers Way, 16G

Little River, SC 29566

- Checks should be made Payable to Zonta District 11
- Orders are processed and shipped once the Online payment is received by Simply Sheets, from the District.

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## Delivery

- Your order will be shipped via FedEx Ground within 7 to 10 business days after payment is received. You will receive an email with tracking information once your order is shipped.
- For your convenience, your order will be sorted with each seller's name on their order.

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## Returns and Exchanges

- If you have a discrepancy after receiving your order, please let us know via email. We will contact you so that any necessary corrections can be made immediately.

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## Warranty

- Simply Sheets provides a warranty against manufacturer defects or damages on all sheet sets and pillowcases. Any manufacturer defects or damages will be replaced immediately.

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## District Earnings

- District 11 will earn \$17.50 for each sheet set sold, and \$4.00 for each set of 2 extra pillowcases.