

## Chestnut Hill Candle Co. Fundraiser Agreement

Group/Organization Name: \_\_\_\_\_  
Organization Address: (NO PO Box) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Group Leader: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening/Cell Phone: (\_\_\_\_\_) \_\_\_\_\_  
Number of Participants: \_\_\_\_\_ Dates of Fundraiser: \_\_\_\_\_ to \_\_\_\_\_  
No. of forms needed: \_\_\_\_\_  
If your organization is in West Virginia, is it Tax Exempt? \_\_\_\_\_ Exempt No \_\_\_\_\_

### Terms and Conditions:

By signing below, you agree to the following terms and conditions:

- You agree to supervise and take responsibility for your organization regarding this campaign.
- Payment must be received by Chestnut Hill Candle Co. **prior to shipment**. Payment can be made in the form of a business/school check, money order or certified bank check made payable Chestnut Hill. No personal checks will be accepted.
- Candles will be delivered within 2 weeks from the date the order is **received**. Failure to follow directions can delay shipment.
- **A minimum order of 36 candles is required to be considered a fundraiser and receive the discounted price with free shipping.**
- All orders must be submitted on master sheets via mail, scanned email or fax. If a seller has failed to fill out a master sheet, the group leader is responsible for filling one out for them. Chestnut Hill will not accept order forms. Any payment notes should be written on the master sheet in the designated area. Be sure all master sheets are clearly readable. Make adjustments if necessary. Any postage costs will be the responsibility of your organization.
- Add-ons will be accepted up to 1 week after the original order is received. Add-ons will be on a separate invoice and will also need to be paid before shipment.
- Delivery will be made by Chestnut Hill or through UPS Ground. A box count will be needed before passing out the orders to the sellers. Sellers will be responsible for checking the orders for accuracy and damage **before leaving the pick up area**. Any problems must be reported to the group leader at that time. **Chestnut Hill will not be responsible for damages or shortages after leaving the delivery/pick up area - NO EXCEPTIONS.** If UPS was used to deliver the orders, the group leader will need to call UPS to get a claim number. Chestnut Hill will ship the replacement candles after receiving the claim number and list of damaged candles.
- The order is considered final after delivery. Additional candles less than 36 pieces can be ordered at \$ 10.00 ea. plus any shipping charges that may apply. **NO EXCEPTIONS.**

I have read and understand the terms and conditions listed above and have authorization to sign on behalf of my group or organization.  
Fundraising Group Leader \_\_\_\_\_ Date \_\_\_\_\_

Please email completed agreement to: [info@chestnuthillcandle.com](mailto:info@chestnuthillcandle.com)

If unable to email, please fax or mail to:

Fax (304) 387-1502

Mail: Chestnut Hill Candle Co.  
360 Carolina Avenue  
Chester, WV 26034