

# EcoMetro Guide 2009-2010

## Fundraising Agreement

*The best of what's green and local in the East Bay*

Name of School or Organization: \_\_\_\_\_

We have agreed to conduct a fundraiser using **EcoMetro Guide** for the time period starting \_\_\_\_\_ and ending \_\_\_\_\_ (2-3 weeks is suggested).

**EcoMetro Guide** will provide books, envelopes, order forms and letter templates as well as general assistance. Copies of **EcoMetro Guide** will be provided up-front with no required down payment or deposit. **EcoMetro Guide** staff will provide resources for pre-fundraiser promotions as needed.

\_\_\_\_\_(initial) understand that we are ultimately responsible for conducting the fundraiser and will supply volunteers, letters, and enthusiasm to have a successful fundraiser. **EcoMetro Guide** has a suggested retail price of \$20.

\_\_\_\_\_(initial) understand that **EcoMetro Guide** will be provided on consignment, with the first payment for any sold books due 45 days from the original invoice date. We will submit subsequent payments each 30 days for any sold books until the close of the fundraiser.\* Any remaining books, in sellable condition, must be returned for credit within two weeks of our fundraiser closing date.

\_\_\_\_\_(initial) understand that if we fail to make timely payments and the invoice becomes past due, at 60 days from the original invoice date, our account will incur a *rate adjustment* of +10% of the total consignment balance. This +10% rate adjustment will also be applied to ongoing accounts that are more than 15 days late on subsequent payments. Consignment invoices exceeding 90 days past due will be responsible for paying the open balance including the above mentioned rate adjustment. The fundraiser will be considered officially closed if no payments are received within 90 days of the original invoice date.

\*Please note that **EcoMetro Guide** pricing is based on the number of books sold during each invoicing period. Books are packaged 30 per box.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing postal or email address: \_\_\_\_\_

Book Sold (\$20)	Price Per Book	Your Group Pays
1-59	\$20.00	\$13 plus local tax
60-89	\$20.00	\$12 plus local tax
90-119	\$20.00	\$11 plus local tax
120+	\$20.00	\$10 plus local tax

**MAIL OR FAX SIGNED COPY TO 510-550-8287**

**LOST OR DAMAGED BOOK POLICY:** **EcoMetro Guide** realizes that sometimes consignment books are damaged or lost. We will cover 50% of the cost of lost or damaged books for up to 10% of the books provided (i.e. 20 out of 200). Books are considered damaged if they return in unsellable condition (i.e. stained, with missing coupons, written on etc.).

**EcoMetro Guide | [ecometro.com](http://ecometro.com)**

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