



14460 Falls of Neuse Rd
 Suite 149-218
 Raleigh, NC 27614
 919-556-4030
 Fax: 1-866-846-9602
 Email: info@funservicesnc.com

CUSTOMER AGREEMENT

(Please complete thoroughly, sign and return. Make a copy for your records.)

 School Name

 School Address

 City, State, Zip Code

 Principal's Name

 School's Phone

 School's Fax

 Number of Students

 County

 Chairperson's Name

 PTA/PTO President's Name

 Chairperson's Cell Phone

 PTA/PTO President's Cell Phone

 Chairperson's Email

 PTA/PTO President's Email

DATES SHOP WILL BE HELD:
(Please write in dates and desired pick-up date.)

Start Date End Date Pickup Date

We will call our shop: (Choose One)

Holiday Gift Shop Santa's Secret Shop

Profit %: (Choose One)

10% 15% 20% Other _____

Did your school run a Holiday Gift Shop in 2015? _____
 If so, what were your total sales? _____

Optional Supplemental Merchandise: (Check to receive)

Additional High End *(3 - 4 items priced between \$9 - \$14)*
These items will be limited on reorder availability.

Additional Incentives (if applicable) and notes:

FUN SERVICES WILL PROVIDE:

- All gift merchandise on consignment.
- Promotional materials including posters, parent letters and money envelopes to send home for each child.
- All materials needed: A "Success Manual" with step by step instructions, inventory sheets, table covers and gift bags.
- FREE delivery and pick up of all merchandise (including reorders)

TERMS:

Payment is preferred at time of merchandise pickup, but will not be considered late until 5 days after the end of the shop. Late payments will be subject to a surcharge unless other arrangements have been made in advance with Fun Services. In addition, any incentives and/or discounts **will be forfeited** by customer if payment is not made by the due date.

Payments may be made by check from the organization or a money order. No personal checks will be accepted. Checks should be made payable to **Fun Services**.

NO OTHER COMMERCIAL MERCHANDISE may be sold during the Santa's Secret Shop/Holiday Gift Shop Program without Fun Services' permission. A **10% surcharge** will be added to cover the cost of promotional items and gift bags if it is determined that outside merchandise was sold without permission.

Customer is free to choose their preferred profit margin. Fun Services has provided suggested profit margins as seen above in the profit % section. Fun Services strongly suggests that the merchandise not be sold at a retail price over 25% above school's cost.

Customer's final inventory must be turned over to Fun Services at the time of pick-up. This inventory and customer's figures are subject to verification by Fun Services.

If Fun Services provides a cash register (includes: register/tablet, scanner & printer) to use during the Santa's Secret Shop or Holiday Gift Shop and it is not returned, or is returned in a condition that cannot be directly sent back out to another school, a charge of \$250 per register, will be added to your final invoice. This includes the packaging materials for the cash register and carrying case or box.

CANCELLATION POLICY: There will be a \$100 cancellation charge if cancelled after September 15th and before October 28th. A \$250 cancellation charge and a 15% restocking fee based off the dollar value of the merchandise allocated to your school will be due if cancelled after October 28th OR if your shop is not run after receiving the merchandise at your school.

CUSTOMER WILL PROVIDE:

- 6 to 8 adults to run the Santa's Secret Shop or Holiday Gift Shop
- Sufficient tables to display merchandise
- School agrees to hold Santa's Secret Shop or Holiday Gift Shop during school hours.
- Make program available to all students.

By signing this agreement, I attest that the above information is correct and that I have read and understand the terms of this agreement.

Customer Signature: _____ **Date:** _____

Office Info
 Repeat Customer _____ Rep: _____ Additional Info: _____