



14460 Falls of Neuse Rd
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 Raleigh, NC 27614
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 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: (Traditional Option)

(Please write in dates and desired pick-up date.)

Start Date

End Date

Pickup Date

Pickup date is typically the last day of your shop or next school day.

Virtual Option Choices

(For schools that would like to run an online-only program.)

We would like to select: (Choose at least One)

Ship to School:

Ship to Home:

Choosing both options will allow parents to choose between shipping to home or shipping to school for a bulk delivery. All orders will be packed by order placed online. Some students may have multiple orders.

Online shopping will be open from November 16 until December 9.

We will call our shop: (Choose One)

Holiday Gift Shop

Santa's Secret Shop

Profit %: (Choose One)

10%

15%

20%

Did your school run a Holiday Gift Shop in 2019? _____

If so, what were your total sales? _____

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 of \$100** 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 received by **January 6, 2021**. **There is a \$500 minimum billing for all in-school customers.**

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.

Virtual programs: A profit check and final report will be mailed to the school address provided above within the first week of January 2021.

CANCELLATION POLICY: The normal cancellation fees are being waived for 2020 with the exception of our restocking fee. The restocking fee of 15% of your delivered merchandise applies if your group receives your gift merchandise delivered to the school and then decides to cancel the program. Fee is calculated at 15% of student retail value.

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: _____

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.