

Easton Area High School Instrumental Music Program
2018 Citrus Fruit Sale

There are two ways you can sell: IN PERSON or ONLINE. Either way, you will deliver the fruit to your customers.

IN PERSON sales are any orders for which you collect payment from the customer and submit it on a paper form to the band room lock box along with one check for the total amount of all orders.

- **For each IN PERSON order:** Complete the 3-sheet order slip with: your name, customer name, address, and phone number. This form serves as a receipt for your customer and a record of contact information/address for you when it is time to deliver the fruit. Give the white copy to customer and collect money (***if they write a check, have them make it payable to you. Later, you will write one check to the IMA as payment for all of your orders***). Hold pink copy for delivery. Hand in yellow slips with your final order to the band room lock box.

Note: The 3-part order forms are mass-produced by the PeeJay's Company so they include some items/sizes that our group isn't selling (e.g. apples, pears). Refer to the Customer Order sheet for specific products, sizes, prices.

- Compile information from all of your IN PERSON orders onto the **CUSTOMER ORDER SHEET**. List each customer on a separate line. Keep this sheet for your delivery!
- Follow the directions on the **IN PERSON TALLY SHEET** and make sure the form is filled out completely. This is the **ONLY** form we use to process your IN PERSON orders.
- Write **ONE check or money order made payable to IMA (NO CASH!)****
- Put everything for your order in the white envelope provided
 - In Person Tally Sheet
 - Yellow Order slips
 - ONE check or money order made out to the "Instrumental Music Association" for the entire amount of your IN PERSON order (NO CASH)

Keep the PINK copy of order slips and the CUSTOMER ORDER SHEET for delivery.

- Put envelope in Band Room lock box by **Thursday, November 8th**

****NOTE:** if you would prefer to pay by credit card, after you collect orders and money from your customers, you are welcome to combine them into one ONLINE order instead. See ONLINE instructions below.

If you combine orders from multiple customers into one credit card order, you do not need to submit any paperwork to the band lockbox. Be sure to keep a written list of each individual order for delivery!

ONLINE sales are any orders that are placed through the PeeJay's website. The customer pays by credit card. You will deliver the fruit to the customer.

- **Refer customers to the website** and tell them to select your name from the dropdown list.

<http://FreshFruitOrder.org/EAHSmusic>

- Customers will follow the prompts to select items and enter credit card information. Payment will be made directly to Pee Jay's (no need for you to collect \$!)
- **ONLINE sales are available through Sunday, November 18th.**
- If you are also submitting In Person orders, DO NOT include ONLINE sales on the Tally sheet you turn in to the IMA.

PeeJays will combine your IN PERSON and ONLINE sales. On Saturday, December 8th, you will pick up all the cases you have sold from the cafeteria and deliver them to your customers. You will receive a print-out showing each of your ON LINE orders to enable accurate delivery.

- **OPTIONAL:** If you want to monitor your online sales and access social media tools to promote the sale to friends and family, you can set up a "Seller Page". See instructions posted on EAHSmusic website (www.EAHSmusic.org under Forms & Fundraisers). **Seller's Page is not required**, customers will be able to select your name from the dropdown list regardless of whether you create a Seller's Page.

GENERAL INFORMATION

The Citrus Fruit Sale is one of the MAJOR FUNDRAISERS of the year. Students will earn music money for each case of fruit sold (IN PERSON and ONLINE)

Music money earned per case sold

Lg. Navel	\$ 7.36	Lg. Tangelo	\$ 7.36	Mixed	\$ 5.76
Sm Navel	\$ 4.64	Sm. Tangelo	\$ 4.64	Citrus Trio	\$ 5.76
Lg. Juice	\$ 7.36	Lg. Grapefruit	\$ 7.36	Clementine	\$ 4.00
Sm. Juice	\$ 4.64	Sm. Grapefruit	\$ 4.64		

Important Dates

Thurs, Nov 8	IN PERSON sales end (Tally sheet and <u>one check</u> due to Band Room Lock Box)
Sun, Nov 18	ONLINE orders end (website will not accept credit card orders beyond this date)
Fri, Dec 7	Fruit delivery (truck unloading begins after school in the cafeteria)
Sat, Dec 8	Fruit pick-up (from 8am – 10:00am in the cafeteria)

**IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:
Stephanie LoDuca (610-248-4691)
Grace Reynolds (610-216-3330) or IMAfruitsale@gmail.com**