



**50%
PROFIT!**

Fundraising Flower Bulbs

Excel Spreadsheet Instructions

- At the very bottom of the Excel screen (not page) are color coded tabs - **Instructions**, **Spreadsheet**, **Order Form**, **How to Place Order**, **Awards**, **Quick Order Form** and **Shipping Info**. The **Spreadsheet** is linked to the **Order Form**; therefore the totals of items A - R are automatically transferred and will calculate your profit. The **Quick Order Form** is designed for additional small orders. This form is not linked to the **Spreadsheet** and quantities must be entered manually. The **Quick Order Form** will also calculate your profits.
- The first step is to double-check each student's brochure by totaling all columns down and rows across. Make sure the total of items A thru R matches the total entered for "Total Packages Sold" on the brochure.
- The next step is to enter these double-checked totals on the **Spreadsheet**. For example, if Jane Doe sold to 10 customers, enter all packages sold by Jane Doe on one line. Columns and rows showing zero quantities will change as your data is entered. Remember, the quantities entered on the **Spreadsheet** must match the number of items listed on the student's brochure. Continue until all brochures have been entered and save the file.
- **PLEASE NOTE: Quantities must be changed on the Spreadsheet and cannot be changed on the Order Form.**
- If additional lines on the **Spreadsheet** are required, save the form as "page 1" and print this page. Open the original file downloaded from our website and enter the quantities from row 103 (total of page 1) as the first name on the new **Spreadsheet** and continue until all brochures have been entered. If additional pages are required, remember to use only the last page completed as your starting quantity since this is a running total.
- Once all brochures have been entered, click on the **Order Form** tab and enter billing and shipping information, indicate your selection of free package(s) for the group leader and select awards or rebate if applicable (see **Awards**). Review **How to Place Order** and submit to Dutch Mill Bulbs. **A minimum of 25 packages is required for free shipping. Orders under the 25 package minimum will be charged an \$8.00 handling fee.**
- Use the **Quick Order Form** to submit small re-orders. This form is not linked to the **Spreadsheet** and quantities will need to be entered manually. The form will automatically calculate your profit. **An \$8.00 handling charge will be applied to orders under the 25 package minimum.**

Dutch Mill Bulbs, Inc.

PO Box 407, Hershey, PA 17033

Toll Free: (800) 533-8824 Fax: (800) 556-0539