



**50%
PROFIT!**

Pack by Classroom

Individual Classroom PDF Instructions

For ease of distribution, Dutch Mill Bulbs can pack your order by classroom, room number, grade, team, etc. To explain, we'll use Mrs. Jones as the fundraising coordinator in the following example.

At the close of the fundraiser, Mrs. Jones collects all student brochures and organizes by classroom. She then "double checks" the addition, making sure the combined totals of items **A** thru **R** on every brochure match the amount entered in "Total Pkgs. Sold." The sum of all columns and rows must match. If not, an error has occurred.

After completing the "double check," Mrs. Jones creates **Classroom Worksheets** for every participating classroom. On each Classroom Worksheet, individual student orders of items **A** thru **R** are entered. Again, the combined quantities must match "Total Pkgs. Sold." Mrs. Jones uses the Classroom Worksheets to create an Individual Classroom Order for each classroom. If necessary, smaller class orders should be combined to meet the required 25 package pack by classroom minimum.

Now Mrs. Jones uses the Individual Classroom Orders to create a Master Total Worksheet. Each participating classroom is listed by teacher name, room number, etc. - followed by the quantities of items A thru R each class sold. Just like the Classroom Worksheets, columns and rows must match when totaled. Once completed, the Master Total Worksheet is used to fill out the Order Form. This Order Form, the Master Total Worksheet, and all Individual Classroom Orders are submitted to Dutch Mill Bulbs.

PLEASE NOTE: DO NOT return individual brochures to Dutch Mill Bulbs. They will be used to separate individual orders.

When you receive your order, each separately packed classroom will be clearly marked for ease of distribution. Remember, classroom orders fewer than 25 packages will be combined and identified accordingly. Using the individual brochures, separate each classroom order by individual student.

Reminder - To have an order packed by classroom it is necessary to submit all of the following:

1. Individual Classroom Orders (combines student sales by classroom)
2. Master Total Worksheet (combines all Classroom Orders)
3. Order Form (grand total of items A thru R from Master Total Worksheet)

INDIVIDUAL CLASSROOM ORDER			
A		School Name _____	Teachers Name or Room # _____
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
TOTAL			
25 PACKAGES			
MINIMUM ORDER			

Questions? Call Toll Free 1 (800) 533-8824

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