



**50%
PROFIT!**

Pack by Classroom

Pack by Classroom Excel Instructions

- These **Individual Class Spreadsheets** will be used to process each classroom order and will be enclosed with the bulbs to serve as your packing list. For ease of distribution, the boxes will be marked as indicated on the spreadsheet. A separate class spreadsheet **MUST** be provided for each classroom with a minimum order of 25 packages. Classroom orders fewer than 25 packages will be combined into one order.
- The Master Total is automatically created from the individual class spreadsheets and used to verify all classrooms have been entered and printed. This form does not require any input and is a grand total of all packages sold by your group. These grand totals will automatically transfer to the Order Form and calculate your profit and the cost of the order.

Print the Master Total and submit with your order.

Quantities *MUST* be changed on the individual class spreadsheet and *CANNOT* be changed on the Master Total or Order Form

- Open 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).

Print the Order Form & Submit with your order.

IMPORTANT! Be sure to submit ALL of the following to insure the order is packed by classroom:

- Order Form
- Master Total
- Individual Class Spreadsheets – 25 packages per class is required.
(Please combine smaller class orders to meet the 25 package required minimum.)
- 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.

Remit Your Fundraising Order To:

Dutch Mill Bulbs, Inc.
PO Box 407
Hershey, PA 17033

Dutch Mill Bulbs, Inc.
PO Box 407, Hershey, PA 17033
Toll Free: (800) 533-8824 **Fax:** (800) 556-0539