


Entered: _____
E-mailed: _____ (Office Use Only)

Delivery Checklist

Please verify the following information to ensure a smooth delivery and e-mail the form back to us at John@okfundraisers.com.

Name Of Organization:	
Name Of Contact Person:	
Date Of Delivery:	
Time For Rise N Shine Fundraisers To Arrive: <i>(Office Use Only)</i>	
Time People Will Be Picking Up Their Products: <i>(We Recommend No More Than A Two Hour Window Of Time)</i>	
Number Of Volunteers Needed To Assist Rise N Shine Fundraisers In Unloading & Sorting Products: <i>(Office Use Only)</i>	
Address Of Delivery Location:	
Specific Directions For Unloading On Site: <i>(For Example: East Side Of Building By Loading Dock)</i>	
Is There A Ground Level Entrance?	
MUST HAVE A REPRESENTATIVE COUNT AND VERIFY THE PRODUCT DELIVERED WITH A RISE N SHINE FUNDRAISERS STAFF PERSON <u>BEFORE DISTRIBUTION CAN TAKE PLACE!</u>	
To Ensure A Smooth Delivery, Please Have The Following Available: <ul style="list-style-type: none"> A Minimum Of Two Banquet Size Tables <i>(Or Something Similar)</i> For Sorting A Large Area To Place The Sorted Products <i>(For Example: Organized By Class Or Teacher)</i> 	
We Will Provide All Boxes And Sacks For Distribution	
OVERALL SUMMARY OF DELIVERY PROCESS: <i>A Rise N Shine Fundraisers staff person will arrive at the appropriate time to unload the product and be counted and verified. We then will begin to sort the products with your volunteers and prepare each individual's box/sack to take home.</i>	
PAYMENT WILL BE REQUESTED AT TIME OF DELIVERY! <i>(Unless Other Arrangements Have Been Made)</i>	

Butter Braid® – Painless & Profitable Fundraising!

We sincerely thank you for this opportunity to serve you!

Rise N Shine Fundraisers • John Daniel

PHONE: 918-740-4156 John@okfundraisers.com