

## Fundraiser Program Guidelines

- Letter on official letterhead from your Organization outlining reason for fundraising.
- Payment is due in the form of one cheque from your Organization. Please make cheques payable to Paradise Island Foods.
- Orders are not considered placed until a confirmation number with a pickup date and time is received. A minimum 2-week order lead time is required.
- Order confirmation can be processed when all documents are received:
  - ✓ Organization Letter
  - ✓ Signed Fundraiser Program Guidelines
  - ✓ Order Form
- Orders will not be delivered; product pickup is at our Nanaimo Facility at the date and time specified in your order confirmation. We are unable to accommodate changes to scheduled pickup times.
- In accordance with the Public Health Act, Food premises regulation, Division 3, the cheese is to be stored in clean refrigerated conditions at 1 – 4° celcius and protected from damage.
- We reserve the right to change the pickup date based on available inventory.
- The program is not designed for selling at retail locations and we reserve the right to limit quantities.

I have read, understand and agree to the Fundraiser Program Guidelines.

Signature:	Organization:	Date:
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Please send all documents to: [PIFfundraiserprogram@gayleafoods.com](mailto:PIFfundraiserprogram@gayleafoods.com)

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## Order Form

Organization	Contact Name
Email	Phone Number

### Items to note about your order:

- Orders will be processed during business hours – Monday to Friday 8am – 4:30pm.
- Orders will be confirmed via email, you will receive a confirmation number with a pickup date and time as well as amount due.
- **Orders will be processed by the full case; each case contains 16 units.** Case dimensions are 16" x 12" x 8" and weigh roughly 30lbs
- Product is made to order with the Best Before of 240 days.

Case Qty	Sku Number	Description	Price/case
	<b>28-99987</b>	<b>Paradise Island Variety Pack 880g</b> (each unit contains 4 pieces – Monterey Jack Jalapeno Pepper, Sharp Cheddar, Gouda and Applewood Smoked Old Cheddar)	<b>\$264.00</b>

Suggested Selling Price:  
\$25.00/unit

Your Profit:  
\$8.50/unit = \$136.00/case

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Form 2 of 2

