

STUDIO KARMA *send a positive message* FUNDRAISING

Sample Order form 1

Organisation/Group Name: Happy valley Kindergarten
 Person authorised to make this order: Robert Johnston
 Contact phone number: (03) 6262 6265
 Contact email address: robjohnston@happyvalleykinder.edu.au
 Website address: www.happyvalleykinder.edu.au
 Billing address: 17a Tedwin St, Preston, TAS 7109
 Product delivery address: As above
 Special delivery instructions: Please deliver Mon-Wed, or to Primary School outside these days
 If you are a registered charity,
 please supply your ATO charity
 number to receive our 10% discount: _____
 Order date: 18/03/2007 Desired delivery date*: 19/04/2007

Specify the number of each design to make up 15 cards for each bag combination

	SK1	SK2	SK3	SK4	SK5	SK6	SK7	SK8	SK9	SK10	SK11	SK12	Total cards in this bag combo	No. of bags req'd in this combo (min 5)
Combo 1					15								=15	60
Combo 2			15										=15	60
Combo 3	5	5		5									=15	5
Combo 4						5	5	5					=15	5
Combo 5	1	1	1	1	1	1	1	1	1	2	2	2	=15	5
Combo 6	5											10	=15	5
Combo 7			5	5	5								=15	14
Combo 8													=15	
Combo 9													=15	
Combo 10													=15	
Combo 11													=15	
Combo 12													=15	
Combo 13													=15	
Combo 14													=15	
Combo 15													=15	
Combo 16													=15	
Combo 17													=15	
Combo 18													=15	
Combo 19													=15	
Combo 20													=15	

Total Bags: **154**

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Sample Order form 2

Organisation/Group Name: Happy valley Kindergarten
 Person authorised to make this order: Robert Johnston
 Contact phone number: (03) 6262 6265
 Contact email address: robjohnston@happyvalleykinder.edu.au
 Website address: www.happyvalleykinder.edu.au
 Billing address: 17a Tedwin St, Preston, TAS 7109
 Product delivery address: As above
 Special delivery instructions: Please deliver Mon-Wed, or to Primary School outside these days
 If you are a registered charity,
 please supply your ATO charity
 number to receive our 10% discount: _____
 Order date: 20/04/2007 Desired delivery date*: 26/05/2007

Specify the number of each design to make up 15 cards for each bag combination



	SK1	SK2	SK3	SK4	SK5	SK6	SK7	SK8	SK9	SK10	SK11	SK12	Total cards in this bag combo	No. of bags req'd in this combo (min 5)
Combo 1		1		1	1	1	1	1	1	1	3	4	=15	5
Combo 2	5		10										=15	9
Combo 3													=15	
Combo 4													=15	
Combo 5													=15	
Combo 6													=15	
Combo 7													=15	
Combo 8													=15	
Combo 9													=15	
Combo 10													=15	
Combo 11													=15	
Combo 12													=15	
Combo 13													=15	
Combo 14													=15	
Combo 15													=15	
Combo 16													=15	
Combo 17													=15	
Combo 18													=15	
Combo 19													=15	
Combo 20													=15	

Total Bags: 14

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Instructions

The grid is designed to allow you to specify the combinations of cards you would like in your order. Remember there are 15 cards within each bag – that's why each combination specified in the grid should add up to 15. Once you've chosen your combinations of 15 cards, you specify how many bags of each combination you would like.

Specify the number of each design to make up 15 cards for each bag combination

	SK1	SK2	SK3	SK4	SK5	SK6	SK12	Total cards in this bag combo	No. of bags req'd in this combo (min 5)			
Combo 1					15			=15	60			
Combo 2			15					=15	60			
Combo 3	5	5		5				=15	5			
Combo 4						5	5	5	=15	5		
Combo 5	1	1	1	1	1	1	1	1	2	2	=15	5
Combo 6	5									10	=15	5
Combo 7			5	5	5						=15	14

Each design combination must add up to 15 cards - all rows here add to 15

The last column is used to specify how many bags you would like to order in each combination. For example, combo 6 has been ordered as follows:

Each bag to have 5 cards of SK1 and 10 cards of SK12 (=15 cards). Five bags will be packed to this combination.

You can mix and match your card designs as you see fit, within the following requirements:

1. The minimum order is 5 bags. This means that provided you order more than 5 bags, the number of bags is totally up to you. For example, you could order 5 bags, 7 bags, or 300 bags - in short, any number of bags provided it is 5 or more. Looking at the *first* sample form, this means that the contents of the third line in the grid ("Combo 3") alone would have been a valid order, because the total bags ordered in that line (as specified in the column to the left) was 5, which meets our minimum order requirement.
2. Your choice of card designs applies to lots of 5 bags. For example, if you order the minimum order of 5 bags, you can only choose one combination of card designs, and this combination will be packed for all 5 bags. If you order 10 bags, you can choose two different combinations of card designs, and 5 bags would be packed with the first combination, and the remaining 5 bags would be packed with the second combination. You don't have to specify a different combination for each lot of 5 bags – looking at the *first* sample form, you can see that there are some different combos chosen in 5 bag lots (rows 3-6), but there are also some combos chosen in much larger lots (e.g. rows 1 and 2 have 60 bags each ordered for that particular combo).
3. If your order is for a number of bags which cannot be grouped into equal lots of 5 bags (looking at the *second* sample form, this order is for 14 bags - which would give either two lots of 5 bags, or one lot of 10 bags, and a third lot of only 4 bags), you cannot choose another combination of cards for the third lot. Rather, the third lot must be added to a previous combo. For example, if you order 14 bags, you can only choose (at most) two combinations of cards. The first 5 bags would be packed to your first combination, the second 5 bags would be packed to your second combination, and the remaining 4 bags would be packed to either the first or second combination also - whichever combination you choose (see the second sample order form – combo one has 5 bags, combo two has 9 [=5+4]). Similarly, the *first* sample order form has a "left over" bags, and has this 4 bags has been added to row 7 to make 14 bags for that row.