



FUNDRAISING PROCEDURE

6 steps to easy, profitable and successful fundraising . . .

1. Phone us on 03 9587 9755

To book your distribution date and **CONFIRM YOU HAVE CURRENT FORMS & PRICING**

2. Organise your Order Forms

We will send you glossy full colour Order Forms for your sellers. Attach a supporting letter to promote the Pie Drive and include return dates for forms and the distribution date. The distribution date is the day we deliver to you.

3. Allocate a Packing Code to each Order Form

After Order Forms are returned to you, allocate a number to each Order Form in the space provided (where it reads 'Packing Code' in the top left corner). For example, if you have 60 order forms returned to you, then simply number the forms sequentially from 1 – 60. You may use any meaningful numbers or letters. We use these Codes to label each order.

4. Complete a list of Totals

Use a spare Order Form as your Total sheet – add together the total orders for each product. **TOTALS NEED TO BE CHECKED AND DOUBLE-CHECKED AT YOUR END** to ensure we bake the required stock levels.

5. Post your Order Forms

We pack by each individual order form for you and therefore require you to send us all original order forms. **MAKE A COPY OF ALL ORDER FORMS AS A BACKUP** that you keep, then Express Post all of the original Order Forms, the Totals Form and a cover-sheet with your name, phone number, organisation, delivery address, delivery date and the earliest and latest delivery time, and number of order forms. **We must have all forms to us a MINIMUM 7 DAYS PRIOR TO DELIVERY.**

6. Delivery to your door

Our refrigerated vans and uniformed drivers deliver your freshly baked orders individually packed and coded by Order Form, hygienically sealed in cartons and labeled with ingredient declarations, nutritional information and allergen declarations. Please pay your account on delivery or within 7 days by prior arrangement, and enjoy the profits raised.

Important Notes:

- Please complete your Totals Form with care. It must be double-checked to ensure we bake the correct amount of each product to fill your orders
- Instruct your supporters on your covering letter to make cheques payable to your organisation. A single cheque should then be made payable to Ivan's Pies after the confirmation of your order.
- Ensure we receive your Order Forms a minimum 7 days prior to delivery.

Our Head Office postal address is:

**Fundraising
Ivan's Pies
PO BOX 467
BRAESIDE VIC 3195**



PRICE TABLE

- You receive the same low *Wholesale Prices* enjoyed by our wholesale customers.
- The *Selling Price* provides your supporters with fantastic value (below retail prices), whilst giving you great *Profit Margins*. Prices are set very fair to maximize supporter participation through the great value offered.
- Prices are valid as of the 1st September 2013 and are subject to change. Please confirm that you have the most current prices. All prices listed are inclusive of 10% GST.

PIE DRIVE

<i>Products</i>	<i>Wholesale Buying Price</i>	<i>Selling Price</i>	<i>Margin</i>
STANDARD SIZE – ½ DOZENS			
Aussie Beef Pies	\$14.00	\$16.50	\$2.50
Beef & Curry Pies	\$14.00	\$16.50	\$2.50
Beef & Mushroom Pies	\$14.00	\$16.50	\$2.50
Beef, Bacon & Cheese Pies	\$14.00	\$16.50	\$2.50
Shepherd's Pies	\$14.00	\$16.50	\$2.50
Chicken & Vegetable Pies	\$14.00	\$16.50	\$2.50
Angus Beef Pies (chunky)	\$17.00	\$19.50	\$2.50
Beef & Red Wine Pies (chunky)	\$17.00	\$19.50	\$2.50
Thai Chicken Pies (chunky)	\$17.00	\$19.50	\$2.50
Vegetable Pasties (vegetarian)	\$14.00	\$16.50	\$2.50
Sausage Rolls	\$11.00	\$13.50	\$2.50
PARTY SIZE – DOZENS			
Party Pies	\$8.50	\$10.00	\$1.50
Party Pasties	\$8.50	\$10.00	\$1.50
Party Sausage Rolls	\$8.50	\$10.00	\$1.50
Party Quiche Lorraine	\$11.00	\$12.50	\$1.50
FAMILY SIZE – SINGLE UNITS			
Aussie Beef Pie	\$8.50	\$11.00	\$2.50
Beef & Mushroom Pie	\$8.50	\$11.00	\$2.50
Beef, Bacon & Cheese Pie	\$8.50	\$11.00	\$2.50
Shepherd's Pie	\$8.50	\$11.00	\$2.50
Chicken & Vegetable Pie	\$8.50	\$11.00	\$2.50
Angus Beef Pie (Chunky)	\$10.00	\$12.50	\$2.50
Apple Pie	\$8.50	\$11.00	\$2.50
Apricot Pie	\$8.50	\$11.00	\$2.50
Blueberry & Apple Pie	\$8.50	\$11.00	\$2.50
Quiche Lorraine	\$14.00	\$16.50	\$2.50
Quiche Spinach & Cheese	\$14.00	\$16.50	\$2.50