



Fundraising Information

Let Our Candles Work for You!









Fundraising... Our Candles Earn Money For Your Organization!

About Candeo Candle Factory

Candeo Candle Factory is a small family owned business located in Surprise, AZ. We have been making and selling handmade candles since February of 2007. Our candles are not made in factories; instead they are carefully made by hand in our workshop. We are devoted to making sure that our candles are free of paraffin and petrochemicals of any kind. We use our own special blend of USA grown soy wax, and beeswax as the base for our candles. To this we add 100% cotton wicks and the highest quality fragrance and essential oils available. All of our candles are thoroughly tested to ensure that they are strongly scented, long lasting, and clean burning so that you can enjoy the wonderful fragrance, not soot or smoke.

Benefits for Your Organization

-  By fundraising with us you are supporting your local economy and your community.
-  As A small business we are able to offer a larger profit margin; your organization will receive 40% of the total candle sales.
-  We don't make you wait to receive your 40% profit. Once your fundraiser is complete, you tally all the sales, and immediately keep 40% of the profit for your organization. Then, simply write us a check for the rest. This means you can put your hard earned money to use sooner to help your organization.
-  Unlike many companies, we require no upfront costs to start a fundraiser, we have no hidden fees, and we offer free local delivery.
-  When we deliver the candles to your organization, we will also provide tissue paper and bags to ensure that all of the candles make it safely to their new homes.
-  We also offer custom labels that include your organizations Logo or name at no extra charge!

Support A Local Small Business.

Receive 40% profit. Free Local Delivery.

Immediate Profit. No Hidden Fees.

Custom Labels with you Logo or Name!

The Fundraising Process

Candeo Candle Factory is proud to be a part of your organizations fundraising efforts.

We strive to make this fundraiser as simple and profitable for you as possible.

1. To start the process, we will need proof of your tax exempt status for our records. If you are not tax exempt, sales tax must be charged as sales are made.
 2. You will need to fill out a fundraising agreement which includes...
 - General contact information
 - The candle size you would like to offer for your fundraiser.
 - A selection of 8-12 fragrances from our fragrance list.
 - Your prize selection
 - A fundraiser start and end date; we recommend a run time of no more than 2-3 weeks from start to end.
 3. We will provide you with customized sales packets free of charge, which will include order sheets, clasp envelopes, descriptions of the fragrances you have chosen, and color pictures of each scent/candle you have chosen. We also provide you with tally sheets, letters to parents if requested, and prize information.
 4. Once your fundraiser begins, your participants begin to make sales. Your customers are asked to pay at the time of placing their order. All checks are to be made payable to your organization.
 5. At the end of the fundraiser the participants turn in their order forms and all monies to the chairperson of the fundraiser. The chairperson then tallies the order forms using the provided tally sheets. The tally sheets are then used to obtain the final totals which are recorded on the master tally sheet.
 6. The chairperson retains 40% of the total profit for their organization, then sends the remaining 60% to Candeo Candle Factory, along with the master tally sheet. These items can either be mailed to us, or you can call us and we will come pick them up.
 7. Once the master tally sheet and fundraiser monies are received we will begin making your candles. Delivery of your candles is expected within 4-6 weeks depending upon the size of your order.
 8. Once your candles are ready, we will call you to schedule delivery. At the time of delivery, we will help you move the candles to the proper location within your organization so you don't have to move them later. Don't forget, local delivery is free of charge!
 9. Upon receiving your candles, it is recommended that you organize a night for participants to come and pick up the candles. We will provide tissue paper and bags for this purpose.

FUNDRAISING AGREEMENT

Organization:	
Fundraiser Start Date:	
Fundraiser End Date:	
Turn In Master Tally and 60% of Monies No Later Than:	
Main Contact Person:	
Phone Number:	
E-Mail Address:	
Contact Preference:	<input type="checkbox"/> Phone <input type="checkbox"/> E-Mail Best Time To Call? _____
Candle Delivery Address:	
Address to Deliver Sales Packets:	
Number of Participants:	

ORGANIZATION RESPONSIBILITIES

1. Take orders and collect payment – Organization is responsible for collecting all funds for orders placed, and processing all payments.
2. Turn in Master Tally Sheet and 60% of sales monies to Candeco Candle Factory. We accept cash, check or certified funds. We recommend that these items should be turned in within 1-2 weeks of the fundraiser end date. Please remember that we cannot start making your candles until the master tally sheet and 60% sales monies have been turned in.
3. A copy of the organization’s tax exempt certificate must be given to Candeco Candle Factory otherwise sales tax must be collected for payment to the state.
4. Arrange delivery of candles to individual customers. We recommend organizing a pickup night for all participants to come to your organization and collect their candles.

CANDECO CANDLE FACTORY RESPONSIBILITIES

1. Provide sales packets which include order forms, clasp envelopes, fragrance descriptions of scents you choose, and color pictures of scents/candles you choose. We also provide tally sheets, and an informational letter to parents if requested. These forms will be provided within 1 week of fundraiser start date or by date requested.
2. Provide delivery of order (free local delivery). We strive for delivery within 4-6 weeks from the date of receipt of the master tally sheet and 60% sales monies. We will begin to make your candles once these items have been received.
3. We offer a satisfaction guarantee on our candles, if for any reason you or your customers are not satisfied, contact us at any time and we will do our best to resolve the problem.

CANDLE SELECTION

Size:

6oz

Burn Time: 35-40 Hours
Sells For: \$8.00



9oz

Burn Time: 55-60 Hours
Sells For: \$12.00



FRAGRANCE CHOICES

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

CUSTOM LABEL (Optional, and Free of Charge)

Would you like a custom label for your organization?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes...	
Would you like to use your organizations...	<input type="checkbox"/> Logo or <input type="checkbox"/> Name
Logo	
Does your organization have a website that we can obtain the Logo from?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Website URL _____	
If not, you can e-mail your organization's Logo to Caitlin@candecandle.com	
In order to be included on the candle labels for your order, a copy of the Logo must be received by the fundraiser end date.	
Name	
What is your organization name as you would like it to appear on your candles?	

Do you have a specific Font request?	

_____ Initial Here to Authorize Candeco Candle Factory to Use Your Organization Logo or Name On the Candle Labels For Your Order, We Guarantee That The Logo or Name Will Not Be Used For Any Other Purposes.

PRIZE SELECTION

<p style="text-align: center;">Prize Brackets</p> <p>0-100 Participants = 1, \$20.00 Gift Card + \$20.00 Grand Prize 101-200 Participants = 2, \$20.00 Gift Cards + \$40.00 Grand Prize 201-300 Participants = 3, \$20.00 Gift Cards + \$60.00 Grand Prize 301-400 Participants = 4, \$20.00 Gift Cards + \$80.00 Grand Prize 401-500 Participants = 5, \$20.00 Gift Cards + \$100.00 Grand Prize 501-600 Participants = 6, \$20.00 Gift Cards + \$120.00 Grand Prize 601-700 Participants = 7, \$20.00 Gift Cards + \$140.00 Grand Prize 701-800 Participants = 8, \$20.00 Gift Cards + \$160.00 Grand Prize 801-900 Participants = 9, \$20.00 Gift Cards + \$180.00 Grand Prize 901-1000 Participants = 10, \$20.00 Gift Cards + \$200.00 Grand Prize</p> <hr/> <p style="text-align: center;">For every 100 participants, you will receive 1, \$20.00 Gift Card, and \$20.00 towards the Grand Prize.</p>	<p># of Participants _____ = # of Gift Cards _____</p> <p>Choose Companies & Specify Number of Each</p> <p><input type="checkbox"/> Target _____ <input type="checkbox"/> Wal-Mart _____ <input type="checkbox"/> Harkins Theatres _____ <input type="checkbox"/> Cold Stone Creamery _____ <input type="checkbox"/> Dairy Queen _____ <input type="checkbox"/> Best Buy _____ <input type="checkbox"/> Domino's Pizza _____ <input type="checkbox"/> Toys "R" Us _____</p>
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Grand Prize

The amount of money that goes towards the grand prize depends on the bracket your group falls into as shown above. Before the Fundraiser Start date, we will contact you for approval regarding the grand prize selection. Information about the grand prize will be included in the sales packet paperwork. The prize selection is not listed here because it changed based on availability and current selection.

Contact Information:

Caitlin Marsters

Phone: 602-885-8101

E-Mail Address: Caitlin@candecandle.com

Mailing Address: 14938 N 172nd Drive - Surprise, AZ 85388

You may contact me at any time with any questions or concerns you might have. I am more than happy to help.

By signing below, you agree to the above terms and conditions. Within 48 hours of signing this form, you will receive a copy via e-mail using the e-mail address you have provided.

Organization Representative

Date

Candeo Candle Factory Representative

Date