

FINAL PREPARATION

- Determine campaign start date
- Selling Period- We recommend starting on a Wednesday/Thursday and ending a week following Monday. This gives the group two weekends of selling plus one full week.
- Order Date
- Delivery Date – Each order is custom roasted, and requires 1-3 weeks to prepare and ship, depending on size.
- Distribution Date

SUGGESTIONS

- Use calendar to show time frame.
- Do not try to shorten this process.
- Order form – please see sample
- Cover letter – For best results each group should send a cover letter with the order forms and include the following information: reason for fundraiser – dates including start date – orders in date – distribution date – as well as the groups goal and how the goal may be achieved.

Pedro's Organic Coffee Inc.
2125-12191 Hammersmith Way, BC Canada V7A 5H2
Tel:(604)271-0500 • Fax:(604)271-0800
www.pedrosorganiccoffee.com