



Your Guide to a Successful Fundraiser with Us!

Your total order must be \$500 to qualify for ANY PROFIT & free shipping in our standard shipping area.	Orders outside of our standard shipping area qualify for free shipping with a minimum order of \$2,500
---	---

1. PREPARING YOUR ORDERS

- Submit the first copy of the order form only
If extra order forms are needed, a download-able version is available at : Fundraising.GertrudeHawkChocolates.com
(orders cannot be processed without a completed order form)
- Total each order form, both the item quantity and dollar amounts of each form
- Be sure to remove staples, paper clips and post it notes from all order forms

2. COMPLETE DELIVERY INSTRUCTION SHEET

- Complete Customer Information Section
- Indicate total number of forms enclosed
- Indicate total dollar amount of all orders submitted (**Please DO NOT include Online Orders!**)
- Select Delivery Option
- Select orders labeled by grade - Yes or No.
- Indicate Ship to Address, Phone Number and Billing Contact Information

*Once your order is processed, a Gertrude Hawk Chocolates representative will contact you to set up your delivery date. Once the date is assigned, we recommend you communicate the delivery date to your group.

DO NOT SEND ANY FORM OF PAYMENT WHEN RETURNING ORDER FORMS AND DELIVERY INSTRUCTION SHEET

3. MISSING ITEMS

If you have any missing items, you must contact your Fundraising Representative within **3 days** from the receipt of your order.

4. PAYMENT (DO NOT SEND CASH)

Pre-paid Customers: Payment is due prior to delivery. *Please wait for a phone call with the amount due.* You can pay by credit/debit card or check by phone.

Invoiced Customers: Full payment is due within 30 days. Bonus: 1% discount if paid in full within 15 days.

Pay by Mail:

Check or Money Order payable to:
Gertrude Hawk Brands
PO Box 641639
Pittsburgh, PA 15264-1639
(Write Account # on Check)

Pay by Phone:

1.800.706.6275

Pay Online:

<https://ww2.payerexpress.com/ebp/gertrudehawk>

To create an account and/or login to Payer Express you need:
Your account Number, your zip code exactly as it is on the invoice & a valid e-mail address