



LWR FAIR TRADE FAIR SALES AGREEMENT FORM

Name _____ Customer # _____

Please sign and return this form and the Account Information form (see reverse side) to SERRV.
Questions? Call 1.888.294.9660.

SERRV AND YOUR CONGREGATION AGREE TO THESE TERMS OF SALE:

CUSTOMER ACCOUNT:

- a. **A signed Sales Agreement and Account Form are required annually or we will be unable to ship your order.**
- b. The individual establishing this account by signing below accepts financial responsibility for the account and accepts all terms.
 - 1. With a sponsoring organization (nonprofit, community group, church, etc.) that will be financially responsible, you may be able to establish an open account. If applicable, an open account will be created upon receipt of these forms.
 - 2. Individuals without a sponsoring organization must prepay.

ORDERING:

- c. Handcrafts that are not in the consignment catalog or in the Returnable section of the website, food and gift baskets may not be returned unless damaged, defective, or shipped in error. Out-of-stock items cannot be placed on back order for consignment orders.
- d. Customer receives a 10% discount off the current catalog price (excluding Divine Chocolate cases). This discount is reflected on the website (with login), order form and your invoice.
- e. First order must be at least \$300 of in-stock merchandise at catalog price (before your discount is applied).
- f. SERRV pays for ground shipping to you for handcraft orders of \$300 catalog price or more. Customer pays shipping charges on orders less than \$300. **Shipping will be charged on orders that only include chocolate and/or other food items.**
- g. Order should be placed 4 to 5 weeks before your Fair date. If we are experiencing heavy volumes, we may need to refuse your order if it is not placed at least 4 weeks in advance. SERRV cannot be held responsible for delayed orders.
- h. Do not remove price tags from products. We may charge a restocking fee of 5% of the value of products returned with tags removed.
- i. Customers are permitted to use the name "LWR Handcraft Project" or "LWR Fair Trade Fair" in advertising or in other promotion related to the sale of these handcrafts.

POST-SALE (RETURNS AND PAYMENT):

- j. **Unsold returnable products must be sent back to SERRV within ten (10) days after your Fair.** Customer is responsible for the condition of these products until they are received back at our warehouse and for **return shipping fees**. Items should be packed sufficiently to prevent breakage and tangles. We recommend insuring your shipment. For customers who have informed us of ongoing Fairs, all fall merchandise you wish to return for credit must reach us by April 30, 2012.
- k. **Payment for all items sold must be sent within ten (10) days after each Fair.** Interest charges will be assessed on the entire invoice for balances not paid within terms. Do not wait for your returns to be credited before paying for items that were sold. If you overpay, we will refund the difference. **Mail one check by first-class mail in the envelope provided in your shipment.** Please do not include your payment in the box with your returns.
- l. It may take a few weeks to process your returns. We will send you a statement after your returns are processed if you have any credit or amount due. If you do not send payment for items sold we may charge interest on the entire invoice.
- m. SERRV will donate 7.5% of all handcraft sales and 4% of all food sales from the program to Lutheran World Relief at the end of the program period.

MARYLAND AND WISCONSIN CUSTOMERS:

- n. We are required to charge tax on items provided to you unless you are a tax-exempt organization. Please provide the following information to confirm your status:

Maryland Customers: MD Sales & Use Exemption Certificate Number or MD Sales & Use Registration Number (submit a blanket resale certificate) _____

Wisconsin Customers: WI Certificate of Exempt Status Number or Seller's Permit/Use Tax Certificate Number (submit a WI Sales & Use Tax Exemption Certificate) _____

This agreement, and all the rights and obligations of the parties hereto, shall be governed by the Uniform Commercial Code as enacted and in force in the state of Maryland on the date of this agreement. Terms may change with 30 days written notice.

Signature confirms acceptance of all terms and the individual financially responsible for payment.

Accepted by: _____ Title: _____
(Owner or authorized legal representative of organization)

Date: _____ Organization _____





LWR FAIR TRADE FAIR ACCOUNT INFORMATION FORM

Name _____ Customer # _____

The LWR Handcraft Project is a partnership of Lutheran World Relief, SERRV, and your congregation. Thank you for holding an LWR Fair Trade Fair. Your participation makes a difference in the lives of disadvantaged artisans, farmers and their families all over the world.

*Please sign and return this form and the Congregation Agreement form (see reverse side) to SERRV.
Questions? Call 1.888.294.9660*

Accounts may be created by a Corporation, Nonprofit Organization, Religious Institution, or Individual. Please complete the form accordingly.

1. Name of Customer _____

Is the customer a ___ Church or other religious institution ___ Corporation (___for-profit or ___nonprofit)
___ Individual ___Partnership

If a Corporation, date incorporated: _____

Contact Person (*authorized to place orders*) _____

Street Address (*Shipping Address*) _____

City _____ State _____ Zip _____

Day Phone _____ Fax _____ E-Mail _____

Denomination: ELCA LCMS Other _____

Organization's Federal Tax ID Number -or- Individual's Social Security No. _____

We are required to have either the Federal Tax ID (for a church or organization) or a Social Security Number (for an individual) on file for all customers. Churches have a Federal Tax ID number even though they are tax-exempt, ask your church accountant for it.

Is the Sponsoring Organization Tax-Exempt? Yes No

If yes to above and based in Maryland or Wisconsin, please fill in section n. on the reverse side.

2. Billing Address (*if different from above*)

Name _____

Organization Name _____

Street Address or P.O. Box _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Fax _____ E-Mail _____

3. Signature confirms acceptance of all terms and individual or organizational financial responsibility for payment.

Accepted by: _____ Title: _____

(Owner or authorized legal representative of organization)

Date: _____ Organization: _____

SERRV is a 501(c)3 nonprofit organization.

Fax toll-free to 1.888.294.6376 or mail to: LWR Handcraft Project, c/o SERRV

PO Box 365, New Windsor, MD 21776-0365