

## ORDERING INSTRUCTIONS

Thank you for choosing Just Coffee as your community fundraising partner! We are excited to help you reach your goals! Now that you are ready to take on the community and share the coffee love, we have created some useful tools for you to use:

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**Individual Order Form:** this document should be used by each of your fundraising team members in order to log their sales.

This PDF form can be printed as many times as you need. Before printing, we suggest that your lead organizer inputs the cost that you would like to sell each item for in the space provided. When an order form has been completely filled, use the “Totals” columns to sum up the quantity of items sold as well as the amount fundraised.

**Master Order Form:** once all of your Individual Order Forms have been accounted for, this spreadsheet is to be completed and returned to Just Coffee for processing and order fulfillment.<sup>1</sup>

Once you have your final number of items sold, use this form to input quantities. The spreadsheet will automatically sum your cost to Just Coffee. Please be sure to complete all billing, shipping and contact information before saving. When the Master Order Form is completed, please email to: [fund@justcoffee.coop](mailto:fund@justcoffee.coop) for processing and fulfillment.

<sup>1</sup>All orders must be received at least three business days before desired pickup date. Orders not received within three business days of desired pickup date cannot be guaranteed.

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**Questions? Concerns? Contact: [fund@justcoffee.coop](mailto:fund@justcoffee.coop)**

