



# GEMS *Ordering Process*

Your GEMS club will receive an Order Packet by mail, which will include: Product sheets/order forms, fundraiser money envelopes, The Cocoa Co. background literature, and “Giving Back” informational cards.

*Fundraising Process:* Each GEMS girl will get their own Product sheet/order form along with a fundraising money envelope for collecting orders and payment. After your club has collected orders, you will return the order forms, along with ONE check for payment to The Cocoa Co. Order forms can be returned either by U.S. mail or scanned and sent through e-mail. The Cocoa Co. will process your club’s order and will ship your cocoa in a 2-3 week timeframe, or sooner, if possible.

*Payment Process:* Your GEMS club will compile all payments collected from each individual GEMS girls’ sales, and will write ONE check to The Cocoa Co. for total Cocoa Order. The Cocoa Co. will subtract shipping and product costs from the Grand Total of your GEMS Club’s sales. The Cocoa Co. will then return a check to your Club with the profit made from your fundraiser.

*Profit Margin:* Profit Margins will be approximately between 40-45%, but possibly up to 50%, depending on your Club sales and location.

*Samples:* Your GEMS Club will have the option to order a small, FREE sample with paid shipping or may purchase in larger quantities. Club Coordinators can contact The Cocoa Co. directly for further details.

*Selling On-Site:* Your GEMS Club can have the option to sell The Cocoa Co. products on-site as part of an event.

For questions, contact:

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