



Marianna's[®]

FUNDRAISERS

Fundraiser Guide

1. Call (814) 684-2666 ext. 206 to set up your Delivery Date and Time of your Sale.
2. If applicable, your Sales Tax Exempt Form needs to be either faxed to our office at (814) 684-3019 or emailed to Customer Service at mariannas@delgrossos.com to be placed on file. **Please Note: Employer Identification Numbers (EIN) cannot be accepted as Sales Tax Exempt Numbers.** Being Sales Tax Exempt will eliminate the State Sales Tax charged on each hoagie sold. Pizzas are not taxable.
3. Order Forms and Sale Confirmation will be mailed out to you via USPS 3-Day Priority.
4. Decide on your Group's Selling Price.
5. Fill out all of your Order Forms with Order Due Date/Delivery Date/Pricing.
6. Distribute Order Forms. Please make sure that your Sellers know when to return the Order Forms to you.
7. Ten days before your Delivery Date, request all Order Forms back from Sellers and tally all orders.
8. Eight business days before your delivery date, submit your order online or via email. To submit your order online, go to www.MariannasFundraisers.com, click on "Selling Tools," and then click "Submit Order Online." To submit your order via email, send your order to mariannas@delgrossos.com.
9. On your Delivery Date, be at location at least 15 minutes before your Delivery Time. Make sure doors are unlocked, there are tables available to sort your items on, and that you have enough volunteers to help based on the number of items sold. As you unload your Order from the Delivery Truck, we recommend that you organize the items in the same order as your Order Sheets (Italian Hoagies, All American Hoagies, Ham Hoagies, etc.)... It's much easier to pull Orders that way! Count and verify all items before signing the Delivery Ticket and handing back to Driver.
10. All items are guaranteed fresh when delivered. Please inform your buyers of the following guidelines.
 - Hoagies: Enjoy within 3 days of the date on the wrapper.
 - Pizzas: Enjoy or freeze within 1-3 days of the date on the box.

For More Helpful Selling Tools, Visit www.MariannasFundraisers.com!