

South Texas Milling Inc. Fund-Raising

Policies and Procedures

Thank you for your interest in South Texas Milling, Inc. for your fund-raising needs. We offer your organization a variety of refreshing new products. Most importantly, most fund-raisers in the market today allow a percentage of profit based on quantities sold. With our Fresh from the Farm Fund-raisers, your organization will receive **fifty percent (50%)** of the profit on every product sold, whether one or one thousand items are sold; that is, if you are willing to separate the orders yourself. For those of you who would like to receive your orders packed by individual sellers, we offer a **thirty-five (35%)** profit program. Whether you choose the 50% profit plan or the 35% profit plan, you will receive the same great products. All of our products are made with natural, high quality ingredients that have surpassed a wide range of taste tests. We offer a wonderful variety of products including cornmeal products, seafood coatings, dip mixes, soup mixes, jar items, syrups, and jelly. Samples are available upon request at a nominal fee and shipping cost. We are looking forward to working with your organization. To book your fund-raiser, please contact us at 361-570-3867/866-570-4005 or you can also e-mail us to request additional information at sales@stxmilling.com.

HOW OUR 50% PROFIT PROGRAM WORKS:

The program is simple. You fax, e-mail, or mail us a signed contract with your desired campaign dates. Upon receipt of the contract, we send you brochures, 2 posters, and safety instructions. We recommend a two-week minimum selling program. You pass out the information and start your campaign. You should advise your sellers to **collect money as orders are received**. Once you have your orders collected; you tally up the products ordered. This needs to be done immediately after the completion of the program to ensure your delivery date. We will provide you with an Order Tally Sheet. You will tally each sellers' items and calculate one total for each individual item sold; i.e. 34 grandma's cornbread, 58 peach syrup, etc. Your Order Tally Sheet will reflect the total number needed for each product. A Correct Order Tally Sheets is very important!! Due to food safety regulations; we **DO NOT ACCEPT ANY RETURNS**. The *Tally Worksheet* is available online and is formatted to tally each item and dollar amount per seller and for the entire order. This is not required and is provided only as a checks and balance. Once we receive the Tally Sheet, we send this to our production team and you are sent an invoice. We are aware that there is always a late order. We allow a grace period for late orders of two weeks after the date the Tally Sheet is received. After the order has shipped or has been delivered, you will be charged shipping costs for the additional orders not submitted within the two-week grace period. We ship your items within four to six weeks from the date the Tally Sheet is received. If we have made arrangements for an exact delivery date, we can only guarantee this if the Tally Sheet is delivered on the date that we discussed originally. We cannot deliver as promised if the totals are not received as promised. When your order is shipped, you fill the orders by the individual sellers' order sheets. We provide dispensing packages for your sellers. Once you have separated orders, they ready for distribution. Though refrigeration is not required, we recommend all products remain at room temperature and distribution is recommended within two days of delivery.

HOW OUR 35% PROFIT PROGRAM WORKS:

The program is also simple. You fax, e-mail, or mail us a signed contract with your desired campaign dates. Upon receipt of the contract; we send you brochures, 2 posters, and safety instructions. We recommend a minimum two-week selling program. You pass out the information and start your campaign. You should advise your sellers to **collect money as orders are received**. Once you have your orders collected; you should tally each individual order form to ensure the money for each seller is correct, copy order form for your records, and mail us the individual order forms. The *Tally Worksheet* is available online and is formatted to tally each item and dollar amount per seller and for the entire order. This is not required and is provided only as a checks and balance. You need to mail us the order forms immediately after the completion of the program to ensure your delivery date. Upon receipt of the order forms, we will send you an invoice. Due food safety regulations, we **DO NOT ACCEPT ANY RETURNS**. We are aware that there can be late orders. We allow a grace period for late orders of two weeks after the date the order forms are received. After the orders have shipped or have been delivered, you will be charged shipping costs for the additional orders not submitted within the two-week grace period. We ship your completed orders within four to six weeks from the date the order forms are received. If we have made arrangements for an exact delivery date, we can only guarantee this if the order forms are received on the date that we discussed originally. We cannot deliver as promised if the orders are not received as promised. Your orders are shipped completed in dispensing packages by seller. Though refrigeration is not required, we recommend all products remain at room temperature and distribution is recommended within two days of delivery.

SHIPPING AND DELIVERY POLICY:

Orders will be delivered or shipped four to six weeks **FROM THE DATE YOUR TALLY SHEET OR ORDER FORMS ARE RETURNED** and **IF** your payment has been received. We ask that you provide a date you would like your fund-raiser delivered on the contract. Organizations will be notified that orders have been shipped or will be delivered. Distribution should start within a day or two of arrival. All of our products must be stored at room temperature, to maintain their freshness. **ALL SHIPPING AND DELIVERY IS FREE DURING YOUR CAMPAIGN!** Any orders received after delivery or shipment is made will be charged a shipping fee.

PLEASE NOTE: If your school or organization requires delivery of items before payment can be made, we must have a PO prior to delivery and payment MUST be available at the time of delivery or items will not be dropped off and a shipping charge will be added to your invoice in the amount of \$ 2.50 per mile from our office to the delivery address.

PAYMENT POLICY:

The invoice (50% or 65% of the total sales - depending on the program you choose) **must be paid in full at least two weeks prior to your scheduled delivery.** Your order will not be shipped until payment is received.

We **ONLY accept ONE single check** from the organization sponsoring the fund-raiser. We **will not accept multiple checks** from individuals and therefore it is your responsibility to make sure your sellers are aware of the name in which checks should be written. The only form of payment we accept on our fund-raiser is an organization check to maintain your 50% or 35% profit margins. If payment has to be made by a credit card, there will be a credit price for the invoice.

Make the organizations check payable to:

South Texas Milling Inc.

PO Box 359

Inez TX 77968

REPLACEMENT AND RETURN POLICY:

Products that arrive damaged during shipping to your organization will be replaced within ten days of the date of delivery. Your order is triple checked prior to packaging and leaving our facility. However, you must report damaged or missing items within twenty-four hours of receipt of the order. Due to food safety regulations; **WE DO NOT ACCEPT ANY RETURNS – NO EXEPTIONS!!** Please ensure that your orders are correct before sending us the Tally Sheet or the order forms.

PRICING AND BROCHURE CHANGES:

Changes in pricing and items in our brochures will be changed as required without notice; however, if you are currently in a selling campaign or have signed a contract and distributed the brochures and order forms, pricing and products will remain the same. Though we strive to avoid discontinuing items, sometimes things are out of our control and we have to based on our suppliers. If the item is longer available to you, your invoice will be adjusted.

REFERRAL REWARDS:

If your organization has already participated in one of our STM fund-raisers and you refer another group who signs a contract and participates, you will receive a \$25 cash reward. **Fine print...** There is no limit to amount of referral rewards you can earn. Rewards are only valid for 1st time contract referrals (must be new customers, you cannot refer someone who has already done the program). Payment is made upon completion of the fund-raiser. You must have participated previously in the STM fund-raiser. Void where prohibited.

ENVIRONMENTAL COMMITMENT:

At South Texas Milling, Inc. we are committed to helping our environment. We ask that you return **ALL** unused or gently used Brochures and Order Forms. We also utilize electronic correspondence as often as possible. We believe that everyone should do their part to help save the environment.

PRIVACY POLICY:

South Texas Milling, Inc. pledges that all of the information provided to us, will be kept private and confidential. We do not share any information on order forms in any way. All of the products that we sell are shipped directly from our own warehouse; no one will ever see your personal information except for the STM staff.