

## Fundraising Program

Our fundraising program has helped many groups achieve their financial goals. Small groups like individual teams or large groups such as entire schools have been able to raise 1000's of dollars. The 26 oz size jar candle is our most popular and best selling product. Our program is easy to set up, take orders, and raise the money you need for your fundraising objectives.

Groups using our program do extremely well during the fall and winter months. Many groups find it even more successful when done in time for Christmas. Lead times for most of the year are about 2 weeks, August – October about 3 – 4 weeks, November – December about 4 – 5 weeks. We will have orders placed by October 15 finished before Christmas. A lot of factors affect lead times so we may complete orders faster or they may take longer, these are just approximate lead times. We accept orders all year, however depending how late they are submitted they may not be completed before Christmas so plan ahead.

To begin your fundraiser follow the 4 steps below.

**Step 1.** From our Master Order Form, choose 15 – 20 fragrances and up to 2 size jars.

**Step 2.** Determine the price you want to sell the jars for: **Minimum selling price per jar are:**

16 oz jar is \$10.35

26 oz. jar is \$13.50

64 oz. jar is 28.50

Special jar is 31.30

There are suggested minimum and maximum selling prices on the Master Order Form but you are welcome to price the candles higher if you choose.

**Step 3.** Use our blank order form template to enter the information for your group including the information from steps 1 and 2 or design your own form to take orders. You can get our forms here

<https://www.keystonecandle.com/candle-fundraising-program.html>

We suggest giving your group at least 2 weekends to sell. **Have all individuals who pay you with checks make them out to your group, NOT to Keystone Candle.**

**Step 4.** Add up your order forms and put the totals on our Master Order Form.

<https://www.keystonecandle.com/candle-fundraising-program.html> Submit the Master Order Form to us via email, fax, or drop it off. We will give you a call when your order is ready so you can pick it up. Payment is due when the order is picked up. **We accept cash, Visa, MasterCard, Discover, or Amex.**

## Determine Your Cost/Profit

We have 3 categories of pricing based on the number of candles your group sold. Below is how to calculate your cost.

		Pricing Categories				
		16 oz.	26 oz.	64 oz.	Montana	Pumpkin
Category	Base Price	\$7.10	\$8.50	\$19.50	\$20.35	\$21.95
Category 1	\$1,000.00	\$7.10	\$8.50	\$19.50	\$20.35	\$21.95
Category 2	\$500 - \$999	\$8.70	\$11.00	\$24.00	\$25.00	\$26.65
Category 3	\$1 - \$499	\$10.35	\$13.50	\$28.50	\$29.65	\$31.30

All initial calculations to determine your category are done using the BASE PRICE. Here are some examples:

<p>#1</p> <p>Sold 140 – 26 oz. Jars x (base price) \$8.50 = \$1190.00</p> <p>Sold 20 – 64 oz. Jars x (base price) \$19.50 = \$390.00</p> <p style="text-align: right;"><b>Total = \$1580.00</b></p> <p>This total amount puts you in category #1 pricing because you sold over \$1000 at the base price.</p>	<p>#2</p> <p>Sold 50 – 26 oz. Jars x (base price) \$8.50 = \$425.00</p> <p>Sold 10 – 64 oz. Jars x (base price) \$19.50 = \$195.00</p> <p style="text-align: right;"><b>Total = \$620.00</b></p> <p>This total amount puts you in category #2 pricing because you sold over \$500 but less than \$999 at the base price.</p>
--	--

Once you have determined your pricing category, follow the row across to see what you would owe to Keystone Candle per candle. Your profit would be calculated by subtracting the amount owed to Keystone Candle from the total amount you collected from your sales. You pay Keystone the amount owed and keep the rest of the money you collected for your group. Using the information above from the 2 examples of how to figure your cost, here is how you would calculate your profit.

<p>#1 – Assume you sold the 26 oz for \$14.00 and 64 oz for \$25.00</p> <p>140 26 oz x \$14 = \$1960 (sales) - \$1190 (cost) = \$770 (profit)</p> <p>20 64 oz x \$25 = \$500 (sales) - \$390 (cost) = <u>\$110</u> (profit)</p> <p style="text-align: right;"><b>Total Profit \$880</b></p> <p>Cost Based on Category 1 Pricing.</p>	<p>#2 – Assume you sold the 26 oz for \$14.00 and 64 oz for \$25.00</p> <p>50 26 oz x \$14 = \$700 (sales) - \$425 (cost) = \$275 (profit)</p> <p>10 64 oz x \$25 = \$250 (sales) - \$195 (cost) = <u>\$55</u> (profit)</p> <p style="text-align: right;"><b>Total Profit \$330</b></p> <p>Cost Based on Category 2 Pricing.</p>
--	--

### Taxes

If your group is NOT tax exempt, there would be an additional 6% sales tax amount added to the amount owed to Keystone Candle.

If your group IS tax exempt, we will need a current copy of your groups sales tax license. The license is issued to your organization by the state of PA with the assigned tax exempt number on it. This is NOT the same as the REV-1220 form with your number on it.

7241 Paxton St.  
Harrisburg, PA 17111  
ph 717 564-2220 / fx 717 564-2035

# KEYSTONE CANDLE

C O M P A N Y

uscandleco.com  
keystonecandle.com  
keystone@keystonecandle.com

BILL TO:			SHIP TO:		
ADDRESS:			ADDRESS:		
CITY:	STATE:	ZIP:	CITY:	STATE:	ZIP:
EMAIL:			PHONE:	BUYERS NAME	

Tax Exempt Yes ☐ No ☐

## Fall/Winter Master Order Form

Tax Exempt#

Scent	Color	16oz	26oz	64oz	Scent	Color	16oz	26oz	64oz
Apple Cinnamon	Red				French Vanilla	Ivory			
Apples & Brown Sugar	Brick Red				Fruit Loop	Various			
Autumn Harvest	Pumpkin				Hazelnut Coffee	Mocha			
Baked Apple Crisp	Brown				Holiday Homecoming	Light Pumpkin			
Balsam Fir	Hunter Green				Holiday Wreath	Hunter Green			
Banana Nut	Light Brown				Lavender	Lavender			
Blueberry Cobbler	Royal Blue				Leather, Pipe, & Woods	Reddish Brown			
Bourbon Butterscotch	Butterscotch				Maple Sticky Buns	Light Brown			
Candy Cane	White				Ocean Breeze	Light Blue			
Chocolate Fudge	Dark Brown				Peanut Butter Cookie	Waffle Brown			
Christmas Cakes	Apple Pie				Peanut Butter Cup	Dark Brown			
Christmas Essence	Red				Pumpkin Caramel Swirl	Sand Brown			
Cinnamon Balsam	Red				Pumpkin Pecan Waffle	Waffle Brown			
Coffee Cake	Brown				Redwood Cedar	Brick Red			
Cranberry Chutney	Brick Red				Sage & Citrus	Sage			
Fireside Marshmallow	White				Spiced Pumpkin	Pumpkin			
Frankincense/Myrrh	Cranberry				Sugar Cookie	Parchment			

### Minimum Allowed Selling Price Per Size

16 oz. Jar : \$10.35  
26 oz. Jar : \$13.50  
64 oz. Jar : 28.50  
Pumpkin Jar : 31.30

### Recommended Selling Price Range Per Size

16 oz. Jar : \$13 - 15  
26 oz. Jar : \$16 - 18  
64 oz. Jar : \$37 - 39  
Pumpkin Jar : \$41 - 43

Totals	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	\$	Customer Name, Address, Phone	Sellers Phone	Sellers Name	Group Phone	Group Name																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
																																											Size	Price																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						



### 16 oz Jar

- Burn Time: 80 to 100 hours
- Scent: Premium blend of essential oils and synthetics crafted to produce great burning scented jar candles with a strong scent throw.
- Wicks: lead free
- Dimensions: 4 in. diameter x 5.5 in. tall
- Lid: Glass dome lid with fitment



### 26 oz Jar

- Burn Time: 120 to 150 hours
- Scent: Premium blend of essential oils and synthetics crafted to produce great burning scented jar candles with a strong scent throw.
- Wicks: lead free
- Dimensions: 4 in. diameter x 7 in. tall



### 64 oz Jar

- Burn Time: 160 to 180 hours
- Scent: Premium blend of essential oils and synthetics crafted to produce great burning scented jar candles with a strong scent throw.
- Wicks: lead free
- Dimensions: 5.5 in. diameter x 7.75 in. tall
- Lid: Glass lid with knob handle



### Pumpkin Shaped Jar

- Burn Time: 170 to 190 hours
- Scent: Premium blend of essential oils and synthetics crafted to produce great burning scented jar candles with a strong scent throw.
- Wicks: lead free
- Dimensions: 6.75 in. diameter x 7 in. tall
- Lid: Glass lid with knob handle