**FUNDRAISING MANAGER**

14100 Darnestown Road, Suite E, Darnestown, MD 20876

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| Presale # |  | Organization Name |  | Order # |
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| Contact Name |  | Email Address |  | Phone Number |
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| Seller Name: |  | Seller Name: |  | Seller Name |
| Seller Reference Number: |  | Seller Reference Number: |  | Seller Reference Number: |

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| Item # | Item Name | QTY |  | Item # | Item Name | QTY |  | Item # | Item Name | QTY |
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| Item # | Item Name | QTY |  | Item # | Item Name | QTY |  | Item # | Item Name | QTY |
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| Seller Reference Number: |  | Seller Reference Number: |  | Seller Reference Number: |

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| Seller Name: |  | Seller Name: |  | Seller Name: |
| Seller Reference Number: |  | Seller Reference Number: |  | Seller Reference Number: |

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| Item # | Item Name | QTY |  | Item # | Item Name | QTY |  | Item # | Item Name | QTY |
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Please have each seller check out as they leave the sale. If anything is missing from the box please use this sheet to mark items missing. You have 48 hours to claim all missing items. Missing items must be claimed on this sheet. Please allow three (3) business days for customer service to contact you regarding missing items. The customer service department will inform you if the items will be refunded or replaced. Fundraising Manager reserves the right to refund or replace missing items.

Please email a copy of this form to your Independent Sales Representative.