TO: ALL KNIGHTS OF COLUMBUS JURISDICTION

Please indicate on the enclosed information sheet, the number of candy forms that you will need for your 2019 program. Also, indicate the number of apron forms you will need and we will forward this information to the Developmental Services Work Center that prints them.

The price of the individual Tootsie Roll candy bars to the Knights of Columbus will remain the same as last year at $19.50 per case. The case size will stay at 300 bars per case. Again for your convenience, each case will include 6 inner packs of 50 bars each. The inner packs will be over wrapped in shrink tight poly film. This will enable the councils to give the workers 50 bars at a time, if desired. The print on the wrapper will read “HELPING PEOPLE WITH INTELLECTUAL DISABILITIES.” A case of 12 specially printed Knights of Columbus canisters and hats will be shipped at no charge with every 16 cases of candy, if indicated on the order form.

There will be NO shipping charge on orders of 33 cases or more that must be shipped to a business address. Orders between 18-32 cases will be subject to a freight cost of 5% of the total cost of the order. Orders under 18 cases will not be accepted. All councils with small quantities (minimum order 5 cases) must be combined with their individual orders and attached together when mailed, to make up the required minimum shipment of 18 cases. The combined orders will be shipped to one location. However, each council will receive their own invoice payment.

Some councils are in areas that are not well populated and as a result, truck lines do not deliver on a scheduled basis, but rather wait until they have adequate weight of other merchandise in order to make an economical trip. Please allow additional time for orders that may fall into this category.

Again, our goal is to assure each Knights of Columbus Council prompt delivery of the best product with the specially wrapped Tootsie Roll bar. We can be greatly aided in fulfilling our goal and yours, if we can obtain the date of your drive. Please email us at aandkmaureen@gmail.com if you have any questions. We look forward to working with you again and pledge ourselves to produce and deliver a product that will be a credit to your organization and to the work you are accomplishing by helping people with “Intellectual Disabilities.”

Sincerely,

Tootsie Roll Industries
TOOTSIE - GRAM

RETURN TO:
TOOTSIE ROLL INDUSTRIES, INC.
BOX 633
OAK LAWN, ILLINOIS 60454

Or

Email: aandkmaureen@gmail.com

WE PLAN TO CONDUCT OUR DRIVE ON __________________________

APPROXIMATE NUMBER OF CASES YOU WILL NEED __________________

NUMBER OF CANDY ORDER FORMS NEEDED _________________________
(COPY ATTACHED)

PLEASE LIST WHERE ALL FORMS AND INFORMATION SHOULD BE SENT TO:

NAME ______________________________________________________

TITLE ______________________________________________________

ADDRESS __________________________________________________

CITY _______________________________________________________

STATE ___________________________ ZIP CODE _________________

PHONE (_________) ________________________________

EMAIL ADDRESS ___________________________________________

PLEASE MAIL OR EMAIL RESPONSES AT YOUR EARLIEST CONVENIENCE.

SINCERELY,

TOOTSIE ROLL IND.
1 Fill out ordering information.

Council Name & No. __________________________ Daytime Phone __________________________

Address __________________________

PLEASE PRINT

City __________________________ State _________ Zip _________

2 Include shipping information.

Date ordered ______________ Date required ______________

Allow 3 to 4 weeks for delivery

(Shipping address only) Ship to __________________________

(No P.O. Box) Address __________________________

City __________________________ State _________ Zip _________

3 Select a standard message to be printed on the aprons.

☐ HELP MENTALLY HANDICAPPED CITIZENS

☐ AYUDE A PERSONAS IMPEDIDAS MENTALMENTE

☐ HELP HANDICAPPED CITIZENS

☐ AYUDE A LOS IMPEDIDOS

☐ HELPING PEOPLE WITH INTELLECTUAL DISABILITIES

4 Or choose to customize the aprons with your own message.

Special order aprons (printed with your own message) require an additional set-up charge of $40.00 per order, with a minimum order of 50 aprons. Allow 6 to 8 weeks for special order production.

Print your message here __________________________

Call for availability of other choices that are in stock.

5 Decide on quantity and calculate cost.

Please send your order form along with a check made payable to Developmental Services Center.

(No Credit Cards Accepted)

Please fill out the bottom of this form and detach to retain for your file.

<table>
<thead>
<tr>
<th>Number Ordered</th>
<th>Cost per Apron</th>
<th>Order Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>$7.25</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Handling Charge</td>
<td>$9.00</td>
<td></td>
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<tr>
<td></td>
<td>+ $40 Set-up (special order only)</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>ORDER TOTAL</td>
<td></td>
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</tbody>
</table>

Authorizing Signature __________________________
Knights of Columbus

TOOTSIE ROLL ORDER FORM

CASES ORDERED  ITEM NO
914  9690

KNIGHTS OF COLUMBUS
TOOTSIE ROLLS
300 COUNT PER CASE

COST  TOTAL COST
$19.50  

ORDERS WITH 33 CASES OR MORE WILL BE SHIPPED WITH NO FREIGHT CHARGES.

ORDERS PLACED FOR 18-32 CASES WILL BE SUBJECT TO A FREIGHT CHARGE OF 5% OF THE TOTAL ORDER.

ORDERS OF 17 CASES AND UNDER WILL NOT BE ACCEPTED OR SHIPPED UNLESS COMBINED WITH OTHER COUNCILS FOR A TOTAL OF 18 CASES OR MORE TO THE SAME SHIPPING LOCATION. EACH COUNCIL MUST BE 5 CASES OR MORE.

INDICATE THE NUMBER OF K/C CAPS AND COLLECTING CANISTERS NEEDED. THERE ARE 12 TO A CASE, ONE CASE WITH EVERY 16 CASES OF CANDY ORDERED.

NONE WILL BE SHIPPED IF LEFT BLANK.

RESIDENTIAL ADDRESS WILL NOT BE SHIPPED.

MUST BE A COUNCIL

BILL TO:
Council Name
No.
Address
City
State Zip

AGREEMENT OF SALES
I agree to pay the invoice amount within 30 days after completion of drive unless I request and am granted additional time by you in writing.
I must inform you in advance before a return can be made and then only unopened cases totaling not more than 10% of the total order.
I shall prepay freight on all returned candy. No candy may be returned after 60 days from the date of invoice.

Print Name ________________________________, Financial Secretary Phone #________________________ Email __________________________
Print Name ________________________________, Chairman Phone #________________________ Date of Drive ____________
Council No.________________________ No. of Cases ____________ Council No.________________________ No. of Cases ____________
Council No.________________________ No. of Cases ____________ Council No.________________________ No. of Cases ____________

SEND NO MONEY WITH ORDER

Send WHITE copy to: TOOTSIE ROLL K/C PROGRAM
Send YELLOW copy to: REGIONAL CO-ORDINATOR
Retain PINK copy for COUNCIL FILES
Email Questions to: aandkmaureen@gmail.com

ALL ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO SHIPMENT