

Help us take the sting out of diabetes

Friday 16 September 2011



INFORMATION KIT

Thank you!

By selling Diabetes Buzz Day merchandise, you are helping all those affected by diabetes.

Total retail value of box = \$257.00

Box contains:

18 x Enamel Bee Pins at \$2.00 each

20 x Buzz Day Pens at \$5.00 each

6 x Buzz Bear at \$5.00 each

18 x Buzz Day wrist bands at \$5.00 each

Important things to remember....

You can start selling merchandise from the day you receive your box!

Fill in the reconciliation form and return any unsold merchandise with the enclosed satchel from Exalt Group PTY LTD. To arrange collection phone 1300 556 232

Make sure you return your reconciliation form, payment and any unsold merchandise no later than Monday, 24 October 2011.

Any questions?

Phone: 1300 DIABETES (1300 342 238) or email: buzz@buzzday.com.au

www.buzzday.com.au



ABN 84 001 363 766 CFN 12458

What to do

Approval

Wherever you plan to sell Diabetes Buzz Day merchandise, it is essential you get approval from the appropriate authority/organisation.

- Public place – contact the local council and police. Some councils require you to complete an application form.
- Shopping centres – ask Centre Management.
- Individual shops – ask the Owner/Manager.

What to do if children are participating

Children over the age of 8 are allowed to participate in events of this nature. However, a number of special requirements apply for persons between the ages of 8 and 15. They must:

- Have written instructions.
- Be supervised by a person over the age of 18 years.
- Work together in pairs.
- Wear a clear identification badge.

How to reorder stock

If you run out of merchandise and would like to order more:

- Please fill out the enclosed merchandise re-order form
- Contact details are on the form

Promotion in your local area

Why not try some of the following ideas to increase promotion in your local area:

- Decorate your shop front with yellow and black for the month of September.
- Create a window display using the poster and perhaps some yellow and black balloons.
- Put up posters in your building or workplace to encourage awareness of diabetes.

Procedures for returning any unsold merchandise

This is a Sale or Return event

- Remove leftover merchandise from the box(es) and record quantities on the reconciliation form.

Returns Procedure - Sydney Metro

The following documentation describes the process required to return the remaining Buzz Day merchandise back to Australian Diabetes Council

1. Place all remaining Buzz Day merchandise into the grey satchel bags provided
2. Place the return address sticker also provided onto the courier bag
3. Seal the bag

4. Fill out the Hunter Express Consignment note using the following information

Sender	- your address
Receiver	- Exalt Group c/o Australian Diabetes Council 1/472 Victoria Street, Wetherill Park NSW 2164
Service	- select road express
Account Code	- EXACTN
Description	- Mixed Merchandise
No. of Items	- 1
Dead Weight	- 10kg
Cubic Weight	- 10kg
Dimensions	- 30cm x 30cm x 10cm

5. Call Hunter Express on 1300 556 232 requesting collection of the item, providing information as above, when requested.

Returns Procedure - NSW Country / Interstate

The following documentation describes the process required to return the remaining Buzz Day merchandise back to Australia Diabetes

1. Place all remaining Buzz Day merchandise into the grey satchel bags provided
2. Place the return address sticker also provided onto the courier bag
3. Seal the bag
4. Take the bag to your local post office

Procedures for money handling

Add the money in each box and write the total monies collected on the reconciliation form. Please DO NOT send cash!

Monies raised can be forwarded in one of four ways:

1. Make a direct deposit into the nominated Commonwealth Bank Account using the bank details given on the reconciliation form. (Remember to get the bank to stamp the reconciliation form and/or include deposit slip.)
2. Electronic Funds Transfer into the nominated Commonwealth Bank Account using the bank details given on the reconciliation form.
3. Send a cheque made payable to Australian Diabetes Council, together with the completed reconciliation form.
4. Complete your credit card details on the reconciliation form.

THANK YOU FOR YOUR SUPPORT!