

Quality Time Games Sponsor Responsibility Checklist

Thank you for sponsoring a QualityTimeGames (QTG) fundraiser. Below is a list of both your organization's and QTG's responsibilities.

Organization/Sponsor
Street Address
State, City Zip Code

Sponsor Day Phone #
Sponsor Evening Phone #
Sponsor Email

Number of Catalogs

- _____ 1. Organization Sponsor counts received catalogs to see if there are enough for family members, friends, neighbors, and coworkers. Request more if needed.
- _____ 2. Sponsor writes on back of catalogs the date orders are to be returned on the **“Return to Teacher by”** line of the order form. QTG recommends 7-14 days after distribution. See picture on the right for the location of this line. Arizona sponsors write **7.8%** in **“Applicable Sales Tax”** line.
- _____ 3. Sponsor, 7-14 days later, collects order forms and payment **(Including Tax !)**.
- _____ 4. Sponsor totals all orders and verifies correct payment on the attached **Order Summary Sheet**. Sponsor keeps individual order forms as reference for distribution after QTG delivery.

- _____ 5. Sponsor determines the **20% Organization's Profit Share** on the **Order Summary Sheet**. Do not separate the share; it will be mailed back as a QTG check with your order.
- _____ 6. OPTIONAL: Consider spending all or portion of profit share on QTG games with a **15% bonus**. (For example, \$1,000 in orders is collected providing \$200 in profit share. You could spend \$100 + a \$15 bonus on QTG games for a final profit share of \$100. Indicate profit share orders on the same order sheet as 'game order/profit share' and 'game price/share price'. For example, '2/1' and '\$28/\$14' indicates 2 games bought by participants and 1 game bought with profit share).

- _____ 7. Before mailing, the sponsor **faxes Order Summary Sheet** to QTG as soon as all orders are totaled:
Fax: (480) 396-3628

- _____ 8. Sponsor mails **Total \$ Amount** and **Order Summary Sheet** to address below. QTG will accept any number of personal checks but cash should not be sent in the mail. For families paying in cash, QTG prefers the organization to write a total check or secure a money order. Mail to:

Quality Time Games
1959 S. Power Road, Suite 103-183
Mesa, AZ 85206-4398

#	Game Title	Qty	Price	Total	#	Game Title	Qty	Price	Total
1	American Art Prints		\$25		35	Little Hands Card Holder		\$4	
2	Apples to Apples Junior		\$25		36	Lost Cities		\$23	
3	Apples to Apples Kids		\$17		37	Muth Animals		\$22	
4	Apples to Apples Fly Box		\$30		38	Murder Sheep		\$20	
5	Ball of Whooles		\$30		39	No Stress Chess		\$17	
6	Bello Sans Award Lights		\$3		40	Numbers League		\$20	
7	Bello Sans North Lights		\$2		41	Old Dominion		\$11	
8	Bello Sans Texas Lights		\$2		42	Old Munny		\$13	
9	Blank		\$6		43	Paraguay		\$25	
10	Blatnik		\$30		44	Pinocchio, the Game		\$40	
11	Blatnik Trigon		\$30		45	Play Foam		\$10	
12	Buy It Right!		\$22		46	Pokémon TCG Booster Pack		\$3.98	
13	Can-De-Rae		\$20		47	Pokémon TCG Trainer Kit		\$13	
14	Concessionaire		\$25		48	Power Sharks		\$30	
15	Chicken Cha Cha Cha		\$40		49	Prisonard Soap		\$50	
16	Circus Baseball		\$30		50	Questionary		\$30	
17	Clear the Card Game		\$13		51	Quiddler		\$12	
18	Conquest of Pangea		\$40		52	Reading Roadway USA		\$22	
19	Dragonology: the Game		\$40		53	Reading Roads - Mexico Item		\$30	
20	Eco Flux		\$14		54	Runes		\$30	
21	Feed the Kitty		\$12		55	Sworded States - Annex		\$14	
22	Glass		\$25		56	Set		\$12	
23	Go mental		\$30		57	Settlers of Catan		\$38	
24	Go mental FUNdamental		\$25		58	Shut the Box One It		\$20	
25	Gobbler		\$30		59	Siege Stones		\$25	
26	Green Alligators Rings		\$10		60	Star Wars Mini-figure Set		\$15	
27	Gulu Gulu		\$40		61	Stary Tellers		\$25	
28	Hare and Tortoise		\$28		62	Take Stack		\$15	
29	Hey! That's My Fight!		\$25		63	Take Your Best Shot		\$25	
30	If Wilkes Were Fishes		\$25		64	Trans America		\$28	
31	Impressionist Art Game		\$28		65	Tyano		\$25	
32	Ira Pickle		\$15		66	You've Been Sentenced		\$25	
33	JabberJab		\$30		67	Zig Zag		\$20	
34	Leeds and Clark		\$30		68	Zig Zag		\$20	

Name: _____ Total Quantity: _____

Subtotal \$ Amount Due: _____

Return by: _____ Applicable Sales Tax: _____

THANK YOU FOR YOUR ORDER! FOR YOUR SUPPORT! Subtotal \$ Amount + Any Sales Tax = Total \$ Amount Due: _____

- _____ 9. QTG processes and delivers Organization orders and Organization profit share in 2-4 weeks after receiving mailed funds. QTG pays shipping cost to you if at least \$300 in games is ordered. Otherwise, exact shipping cost will be deducted from the Organization's Profit Share.
- _____ 10. Organization receives QTG game delivery and determines accuracy. Contact QTG immediately if there are any discrepancies so that QTG can remedy the situation immediately.
- _____ 11. Sponsor separates, collates, and distributes orders to individuals who placed orders. Please do not hesitate to contact us with any questions and requests that you may have.

Email: qualitytimegames@cox.net
Signatures: _____

Phone: (480) 882-8713

www.qualitytimegames.com

Sponsor _____

QTG Rep _____

