

Thank you for considering Routley's for your upcoming Fundraising Drive.  
5 Easy steps to follow, for profitable and successful fundraising...



Phone us on 1300 721 627 and book your distribution date and to confirm you have a current price list.

1. Identify a coordinator to organise all order forms. We can send you printed Order Forms for you or we can email you an original copy so you can adjust accordingly and print yourself. A suggestion when distributing Order Forms is to attach a supporting letter to promote your fundraiser, including return dates for forms, money and final delivery.
2. Once all forms have been handed back to you, use a spare 'Order Form' or 'Organisers Margin Form' as your total sheet and add together the total orders for each product.

***TOTALS must be checked and double checked by you to ensure we bake the required stock ordered***, for your convenience we have included an "Organisers Margin Form" to determine your profit

3. Post / Fax / Email your Order Form(s) and total tally form to us –

**We can pack your order as one large order or individually per order form.**

Please attach a cover sheet with your name, phone number, organisation, delivery address, delivery date and requested delivery window time frame.

**We must have your form(s) back with a minimum of 5 days prior to delivery.**

4. Deliveries of fundraisers are from **Tuesday's to Thursday's** only.  
Our refrigerated vehicles deliver your freshly baked goods individually packed, sealed and labelled. **Please pay your account prior to delivery**

### **Important Notes**

\*Please complete your "Total Form" with care. It must be double checked to ensure we bake and deliver the correct amount of product to fill your order correctly.

\*Please instruct your supporters to make monies payable to your organisation, we then require a single cheque, cash or eft payment for the total order on day of delivery or before.

### **Incentive**

For orders over \$500.00 inclusive, we will donate to your organisation a \$35.00 Routley's Voucher. You may wish to use this voucher to award your highest earning supporter or present one of your volunteers with a gift of gratitude.

Our Head Office postal address is:

Routleys Bakery  
Fundraising Coordinator  
322 Melbourne Road  
North Geelong VIC 3215

Phone: 03 5278 9299  
Fax 03 5272 1794  
Email [orders@routleysbakery.com.au](mailto:orders@routleysbakery.com.au)

***Please DO NOT use your own order form***

***Please DO NOT put figures into a SPREAD SHEET.***

***Only Use our forms supplied – If you are unsure please give us a call 😊***



**Routleys**  
Baking Since 1947

# FUNDRAISING



Shepherd's Pie

Meat & Veg Pastie

Vege Pastie

Beef & onion Pie



Meat Pie

Beef, Tom & Onion Pie

Party Pies

Party Sausage Roll



Party Pastie

Family Pastie

Family Shepherd's Pie

Sausage Rolls



Party Quiche

Family Meat Pie

Apricot Tart

Apple Tart



Lamingtons



Apple Slice



Vanilla Slice



Donuts

YOUR LOGO HERE .....



# PIEDRIVE



Why Raise Funds .... ?

RETURN FORM :

Name :

DISTRIBUTION DATE :

QUANTITY	ITEM / DESCRIPTION	COST	TOTAL \$
	Meat Pie Round (4 pack)	12.00	
	Beef, Tomato & Onion Pie (4 pack)	13.00	
	Beef & Onion Pie (4 pack)	13.00	
	Pasties – Meat & Vegetable (4 pack)	13.00	
	Pasties – Vegetarian (4 pack)	14.00	
	Shepherd's Pie (4 pack)	13.00	
	<b>Party Size – 6 packs</b>		
	Party Pie <b>6 pack</b>	7.00	
	Party Pasties <b>6 pack</b>	7.00	
	Party Sausage Rolls <b>6 pack</b>	7.00	
	Party Quiche Lorraine <b>6 pack</b>	8.00	
	<b>Large Sausage Rolls - 6 pack</b>	11.50	
	<b>Family Size</b>		
	Family Meat Pie	10.50	
	Family Pastie	10.50	
	Family Shepherd Pie	11.50	
	Family Apple Tart	10.50	
	Family Apricot Tart	10.50	
	<b>Assorted Cake Lines</b>		
	Lamingtons (4 pack)	7.50	
	Apple Slice (4 pack)	9.00	
	Iced Donuts (4 pack)	6.00	
	Vanilla Slices (4 pack)	9.00	
		<b>Total \$</b>	

**PLEASE KEEP ORDER FORM TIDY AS WE PACK YOUR ORDER FORM THIS**

(2017 Pricing)

**FUNDRAISER MARGIN FORM** *(Organisers Form Only)*

<i>Products</i>	<i>Buying Price</i>	<i>Suggested Selling Price</i>	<i>Qty Sold</i>	<i>Margin</i>
		Anywhere between 30-40% mark up .		12.00 – 9.20 X 10
Example	9.20	12.00	10	28.00
<b>Standard Size – 4 packs</b>				
Meat Pie Round	9.20	12.00		
Beef, Tomato & Onion Pie	10.00	13.00		
Beef & Onion Pie	10.00	13.00		
Beef, Curry & Rice Pie	10.00	13.00		
Pasties – Meat & Vegetable	9.64	13.00		
Pasties – Wholemeal Vegetarian	10.87	14.00		
Shepherds Pie	10.00	13.00		
<b>Party Size – 6 packs</b>				
Party Pie	5.04	7.00		
Party Pasties	5.04	7.00		
Party Sausage Rolls	5.04	7.00		
Party Quiche Lorraine	5.93	8.00		
<b>Large Sausage Rolls 6 PACK</b>	8.76	11.50		
<b>Family Size -</b>				
Meat Pie	7.02	10.50		
Pastie - Round	7.02	10.50		
Shepherd	7.41	11.50		
Apple Slab	8.22	10.50		
Apple Tart	8.22	10.50		
Apricot Tart	8.22	10.50		
<b>Assorted Cake Lines -</b>				
Lamingtons (4 pack)	6.03	7.50		
Apple Slice (4 pack)	6.50	9.00		
Iced Donuts (4 pack)	4.70	6.00		
Vanilla Slices (4 pack)	6.50	9.00		
<b>Xmas Fundraising Available</b>				
<b>Easter Fundraising Available</b>				
<b>Design Your Own?</b>				
		<b>TOTAL</b>		<b>\$</b>



# Christmas Fundraising Order Form

School	
Name	
Class	
Phone	

Product	Quantity	COST \$6 per 6 Pack	
6 Pack Traditional Mince Pies			
		TOTAL : \$	

**PAID**





**Routleys**  
Baking Since 1947

# HOT Cross Bun Fundraising Order Form

School	
Name	
Class	
Phone	

Product	Quantity	COST \$6 per 6 Pack	
6 Pack Hot Cross Buns			
6 Pack CHOCOLATE Hot Cross Buns			
		<b>TOTAL : \$</b>	

**PAID**





# DONUT Fundraising Order Form

Name	
Class	

Product	Quantity	COST
Choc Filled DONUT		
ICED CHOCOLATE DONUT		
ICED STRAWBERRY DONUT		
ICED PINEAPPLE DONUT		
JAM Filled DONUT		
JAM & CUSTARD DONUT		
DONUT JAM CHOC ICED		
DONUT JAM PINK ICED		
<b>TOTAL :</b>		



**PAID**



Insert School / Club Name & Logo Here

# FUNDRAISING DRIVE

## Sample Letter

Dear Fundraiser,

As part of our plan to raise funds for (REASON & NAME OF YOUR ORGANISATION) we are running a fantastic Routleys Bakery Fundraiser.

Routleys Bakery has been making Pies & Cakes for over 60 years, so have perfected their recipes over a long time.

I am pleased to announce that for this drive we have selected a range of Routleys most popular products as part of the fundraiser. For every pack that you sell, (NAME OF ORGANISATION) will make approximately a 30% profit.

All of our profits will go to (PURPOSE OF DRIVE).

You will be able to collect your special Routleys Order (INSERT DATE & TIME)

We suggest you sell to family members, colleagues in the workplace, friends or neighbours. We do not recommend involving children in selling, but if they are involved, they must do so under adult supervision, especially if selling door to door.

We ask that all orders and money collected be returned to (NAME OF COLLECTOR) in the envelope no later than (CLOSING DATE – we suggest 2-3 weeks from the start of your drive).

If you are unable to participate in the drive, please let me know no later than (DATE).

Fundraising activities such as this make a vital contribution towards improving (FACILITIES/RESOURCES) for the benefit of our (MEMBERS/CHILDREN). In anticipation of a successful fundraising drive, I thank you for your support.

YOUR NAME

YOUR SIGNATURE

NAME OF YOUR ORGANISATION

