

RECONCILIATION FORM

After the orders for your fundraiser have been delivered and you are in the process of having group members/parents pick up the orders, use this form to organize and communicate to King Fundraising which items are either missing from what was originally orderd, delivered incorrectly, and/or arrived damaged. Please include on this form for each item needing to be reconciled: your group member's/student's first & last name, teacher's name or fundraising sponsor's name, the item number for the item that was supposed to be delivered and provide a brief description of the item as it appears in the catalog your group used for the fundraiser. For these orders with descrepancies, have a copy of the order form available in case we need to reference them. For damaged products, please take a photo and e-mail to info@kingfundraising.com or fax to FAX # 1-800-541-1463 (let us know if you fax).

PLEASE WAIT 3 DAYS AFTER DELIVERY BEFORE SUBMITTING THIS FORM. ALL DISCREPANCIES MUST BE REPORTED WITHIN 3 BUSINESS DAYS OF DELIVERY.

FUNDRAISING ORGANIZATION NAME:		CHAIRPERSON'S NAME:						
PHONE NUMBER:		EMAIL:						
STUDENT/MEMBER NAME	TEACHER/SPONSOR NAME	ITEM NUMBER	ITEM DESCRIPTION	MISSING?	DAMAGED?	EXTRA?	WRONG?	REPLACE?

THREE DAYS AFTER THE ORDERS HAVE BEEN DELIVERED FAX THIS FORM TO KING FUNDRAISING AT 1-800-541-1463 OR SCAN & EMAIL TO [INFO@KINGFUNDRAISING.COM](mailto:info@kingfundraising.com)