



The Professors' Crunchy Ice Cream Pre-Order Fundraising tracker

A pre-order fundraiser with Crunchy Ice Cream is when you let us know that you are wanting to fundraise with our product and would like to get the orders in before you get the stock. In this instance we will discuss with you what you think would be an approximate amount of Crunchy Ice Creams you think you would realistically be able to sell. We would like to have some idea of numbers so we have no trouble supplying the correct quantities to you on your requested delivery date. You can then get on with getting your orders in for the Crunchy Ice Cream before your chosen dead line. When your deadline has expired and you have all your orders you then call us and let us know the exact number of units you would like us to deliver. We will send an invoice out after you have received the stock.

The purpose of this spreadsheet is to allow you to record who has placed a pre-order, when they have collected it, and how much they have actually paid for it. The “**Orders received**” tab below is where you will spend most of your time entering data. It allows you to record each order, if it's been collected and if it's been paid for. The “**Parameters and info**” tab below is where you can see helpful statistics and change parameters that effect the statistics.

Please note the following;

- Do not change the numbers or text in **RED** or **BLACK** or **BLUE**, they are either important headings or have a calculation connected to them that will not work if deleted.
- The numbers and text in **Green** can be changed to suit your individual fundraiser
- Some information (like profit estimates) are included **as a guide only** and is effected by other factors such as minimums, give away stock, special deals and discounts you give
- It is completely up to you if you choose to use this spreadsheet or not – it is **at your own risk**. We cannot be held liable for any errors, omissions, or otherwise in this spreadsheet
- Please keep **data backups** and printed copies of this spreadsheet to help in the event of accidental deletions or hardware errors.

The Professors' Crunchy Ice Cream
Pre-order tracking form

Crunchy Ice Cream Pre-Order Fundraiser

For: **The Sample kindy school**

How many Crunchy Ice Creams ordered	What is the name of the person picking up the order	What is the way to contact the person ordering (Phone or email)	The date they ordered	When are they going to collection their order	Class if applicable	When did they actually collect it	Amount they have actually paid	Cash discounts given (ie. 2 for \$5 is a \$1 discount on \$3 per unit)
2	David Harakos	1800 854 234	01/08/07	10/08/07	Class 1	10/08/07	\$6.00	\$0.00
1	Joe Bloggs	Joe@blogsandco.com.au	02/08/07	10/08/07	Class 2	10/08/07	\$3.00	\$0.00
2	Fred Smith	9123 45678	07/08/07	12/08/07	Class1	12/08/07	\$5.00	\$1.00
3	Judy Kafoops	jk@crazyco.net.au	07/08/07	12/08/07	Class 3			
1	Willy Makit	8276 2766	08/08/07	10/08/07	Class 2			

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Parameters

You are buying Crunchy Ice Cream for **\$2.00 Per unit**
You are selling the Crunchy Ice Cream for **\$3.00 Per unit**
What is this fundraisers target? **\$100**

Information

(These are auto-calculated so please don't change)

Numbers of orders recorded **5 Orders**
Numbers of individual units ordered **9 Crunchy Ice Creams**
Number of units sold **5 Crunchy Ice Creams have been collected and paid for**

Estimated profit due on orders recorded **\$5.00**
Estimated profit made on orders filled **\$5.00**

Amount recorded as having been ordered **\$27.00**
Amount recorded as having been collected **\$14.00**
Discounts recorded as having been given **\$1.00**
Estimated amount remaining to be collected **\$12.00**

Percentage of fundraiser target achieved in orders **27.00%**