Division of the Dutch Market Ltd.

P.O. Box 41
Chatham, ON N7M 5K1
Text or Call 519.352.2831

Email: admin@dutchmarket.com

FUNDRAISING PROGRAM 2026

Raise Funds. Give Great Products. Make a Difference.

Welcome to the Jennard Cheese Ordering Process

We want to make your fundraising campaign as simple and successful as possible. Jennard Cheese offers two convenient ways for your organization and supporters to place orders.

ORDER & DELIVERY PROCESS

PROCESS 1 — Paper & Excel Order Forms

1. Sign Up - Contact Jennard Cheese to register your organization for the fundraising program.

Phone: 1-519-352-2831
Email: admin@dutchmarket.com

2. Choose Your Delivery Date - Work with Jennard Cheese to agree on a delivery date that works best for both parties.

3. Plan Your Campaign - We recommend introducing the fundraiser to your organization 3–4 weeks before the scheduled delivery date.

4. Distribute Order Forms - Jennard Cheese will provide the materials needed to promote your campaign and collect orders.

- Paper order forms
- Editable Excel order sheets
- Promotional flyers
- Digital product information available at www.jennardcheese.com

5. Collect Orders & Payments - Each participant collects their orders and payment in advance.

All payments are made directly to the participating fundraising organization.

6. Submit the Final Order - The fundraiser coordinator submits the completed master order to Jennard Cheese.

7. Jennard Cheese will then process, prepare and pack the order.

8. Delivery & Distribution - Products will be delivered to the fundraising organization on the agreed-upon delivery date.

9. The organization will distributes the individual orders to participants.

FUNDRAISING MATERIALS PROVIDED

We are happy to provide the materials you need to run a successful campaign.

Please contact us to order the quantities required.

Promotional & Order Materials

- Full-Color Promotional Flyers
- Single Order Form – one customer per sheet
- Multiple Order Form – multiple customers per sheet
- Master Order Form – for submitting the final combined order
- Dutch Specialty Products Order Form
- Chocolate Letter Order Form
- Personal Cheese Box Brochure
- Corporate Gift Box Order Form

PROCESS 2 — Online Ordering

For added convenience, supporters can place their orders online through the Jennard Cheese website.

1. Sign Up - Contact Jennard Cheese to register your organization.

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Email: admin@dutchmarket.com

2. Choose Your Delivery Date - Work with Jennard Cheese to agree on a delivery date that works best for your organization.

3. Plan Your Campaign - We recommend introducing the fundraiser to your organization 3–4 weeks before the scheduled delivery date.

4. Visit the Website - Go to: www.jennardcheese.com

5. Select “Fundraiser Order” - Click on the Fundraiser Order tab.

6. Select Your Organization - Choose your fundraising organization from the Fundraiser drop-down menu.

7. Start Your Order - Click “Start Your Order.”

8. Shop & Select Your Products - Browse the available products and add the items you wish to purchase to your cart.

9. Proceed to Checkout - Review your order and select “Checkout.”

10. Enter Customer Information - Complete the required customer information on the checkout screen.

11. Select “Offline Payment” - Please select “Offline Payment.”

Payment is made directly to the fundraising organization, either in advance or when the order is picked up, according to the organization's payment arrangements.

12. Order Confirmation - A confirmation of the order will be sent to: admin@dutchmarket.com

13. Confirmation to Customer & Fundraiser - Jennard Cheese will send confirmation to both the customer and fundraising organization.

14. Delivery Notification - The fundraising organization will communicate when the products are expected to arrive and when they will be available for pickup.

15. Pickup - The customer picks up their order from the fundraising organization's designated pickup location.

UPON DELIVERY TO THE FUNDRAISER

To help ensure all orders are received correctly:

1. Confirm Delivery
A signature is required to confirm receipt of the goods.

2. Check the Shipment
Before sorting individual orders, count and verify all products against the invoice.

3. Report Any Issues
Please report any shipping errors, damaged products or shortages to Jennard Cheese as soon as possible.

4. Sort Orders
Once the shipment has been verified, sort the products according to the individual customer orders.

WE'RE HERE TO HELP

If you have any questions about the fundraising program, ordering process, products or delivery, please don't hesitate to contact us.

Jennard Cheese
A Division of Dutch Market Ltd.

Phone: 1-519-352-2831
Email: admin@dutchmarket.com
Website: www.jennardcheese.com

Thank you for choosing Jennard Cheese as your fundraising partner!

We look forward to working with you and helping make your fundraiser a success!

The Jennard Cheese Team