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# Welcome to Top Drawer Parties!

As of January 1, 2018

## How it works

Congratulations! You have just started your journey to financial freedom! Whether you are looking for a dream job or a chance to earn some extra cash, we here at TDP are here to help you succeed! Depending on which kit you ordered, you will start out making anywhere from 35%-50% of your total sales and enjoy discounts and special products that are only offered to our consultants! It is important to remember that once you are a consultant, you are always a consultant with us. There are no minimum order requirements to stay active, unlike most direct sales companies!

By this point you have already purchased your consultant start kit. The next step is to create an account on our website. We will approve your request within 1 business day. Once approved,

you can log in as a member and have access to our members only pages. This will give you access to promotional material you can purchase, files you can download for your parties including order forms, games, and more and special products only our members can purchase. You will also have rights to use our company logo. We will also email you with a password that you will use to access your sales page.

## Ordering

**Home Parties**- Any orders placed at your home parties must be done on our order forms or the customer may place the order on our website. Please make sure you have enough printed out before your party. 20 order forms is a good number to always have with you. After the party is complete, you may then go onto our website and place each order individually. If the customer pays with a debit/credit card you use their card to place the order. **Make sure you get the name on card, card number, expiration date and the CVC/CCV code on the back of the card. You will also need to make sure you have their address for shipping purposes.** If they use cash or check (check is written out to you), you have to place the order using your own valid debit/credit card, paypal or square account. You can total up the amount of sales at the end of the party (total does NOT include sales tax or shipping). If the total is at least \$250 you can give your hostess credit towards her purchase (10% of the sales). After the party, we will also update your sales page on your personal website and pay you within 2 business days.

**Facebook Parties**- Any orders placed during your facebook parties should only be done via our website by the customer. The customer must include your name at checkout under "Who is your consultant", so you are able to get the credit for each purchase. All orders come to us, so once we have a total from the party, we will then send YOU a code to give to your hostess which she can use at checkout for her hostess credit (only if the party sales reach at least \$250). After the party, we will also update your sales page on your personal website and pay you within 2 business days.

## Hostess Credit

**Home Parties-** Hostess will receive 10% of their total party sales in free credit towards their own purchase, as long as their total party sales are greater than \$250 (**NOT including tax and shipping**). Always round to the nearest \$10

When you go to place their order you must use the coupon code in the checkout area. For Example: If the total sales were \$476.81, you would round the total sales to \$480.00 and use coupon code "hostess48". If the total sales were \$472.12, you would round to \$470.00 and use coupon code "hostess47". **You are only allowed to use ONE coupon per party, so please don't try to give deals to other people as it will affect your pay.**

**Facebook Parties-** Hostess will receive 10% of their total party sales in free credit towards their own purchase, as long as their total party sales are greater than \$250 (**NOT including tax and shipping**). Because all orders come directly to us, you are unable to see the total party sales. We will send you the total amount of party sales within 1 business day and you can contact your hostess with her coupon code that she can use at checkout.

This may be a little confusing to some, and if it is we will explain it better on our training videos. Of course, you can always contact us with any questions!

**\*Please note that if you decide to give your hostess a gift for having the party, the gift is on you. We do not honor the hostess gift. We only honor the hostess credit. We offer discounted products in the promotional material and prize pages under your consultant page.**

## Pay

Once your party is closed and all orders are complete, we will send you your money within 2 business days. All payments are sent via paypal, so you need to have a valid paypal account.

## Training

We will upload training videos to our members only page every couple months. We will show new products and give tips on how to have successful parties. We will also do LIVE training videos on Facebook, upon request.

We are so excited that you took the step and joined our team! We have confidence that you will be very successful. It is important to remember that the amount of effort you put into your business will reflect how much money you earn! Please let us know if there is anything we can do to help you!

Now go out and do what you love, have fun and PARTY!

Sincerely,

A handwritten signature in black ink that reads "Crystal Gugliotta". The signature is written in a cursive, flowing style.

Crystal Gugliotta  
Owner of Top Drawer Parties

Questions? Contact us anytime!

Email: [topdrawerparties@gmail.com](mailto:topdrawerparties@gmail.com)

