



DON'T HAVE EXCEL? HERE'S HOW TO CONVERT YOUR ORDER FORM.

Equal Exchange's Fundraising Catalog Master Order Form is compatible with MS Excel (2007 or later). If you use Numbers on an Apple computer or another program, the Master Order Form won't work correctly. But you can use Google Sheets to enter your fundraising catalog orders and convert it back to Excel!

Steps to Convert Excel to Google Sheets

Download a fresh, new copy of our [catalog master order form](#) from equalexchange.coop/fundraising, then:

- Open [Google Drive](#) (If you don't have a Google account, create one for free at google.com/drive)
- Create a New Google Sheet
- Select File -> Import
- Upload the Master Order Form (drag in or upload from your computer)
- Name your Google Sheet after your school or organization, then enter your Bill To / Ship To information on the "Order Summary" Tab
- Enter your individual catalog orders, referring to the "Instructions" tab.

Steps to Convert Google Sheet Back to Excel to Submit

- To save a copy of your order to your computer: Choose File -> Download and select Microsoft Excel (.xlsx)
- To submit your finished order to us: Upload the .xlsx Excel File to the "[Submit Order](#)" page found at equalexchange.coop/fundraising

HAPPY FUNDRAISING!

If you have questions or need help with the master order form for your Equal Exchange Catalog Fundraiser, please email fundraising@equalexchange.coop or call (508) 427-5208.