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**Welcome!**

First off we would like to thank you for stepping up to help further this community. Without volunteers and the dedication of members such as yourself this community would not survive. This guide is not all inclusive and will never take the place of advice from an experienced coop manager. The goal of this guide is to walk a new coop manager through the process of starting their first coop.

NEED MORE INFO blah blah im not good at this stuff!

**Coop Rules**

This is a list of the current Coop Rules as of 7 July 2011. Please review these and check the [forums](http://diylightanimation.com/index.php?topic=42.60) for the most current version of the rules. It is imperative that we follow them with no exceptions unless prior approval by DLA management.

1 - BOM posted when the coop is started and with projected totals for price points (1,10,25,etc) as well as date and time of coop cutoff.  No additional orders beyond that firm period.

2.  All shipping is assume to be a flat rate box unless otherwise stated, rates to be published.  
  
3.  Coops capped at $5000 with a 3% coop fee and the PayPal payment fees included in the cost , Fee is hard capped, Coop is soft capped and can be extended only under the agreement of the staff of DLA,  
Since PayPal fees are different between same country transfers and foreign transfers the prices should reflect the difference to show correct amount for each case.  
  
4.  Coop Manager keeps any remaining coop fee after all orders have been delivered.  
  
5.  Coop Manager must have a PayPal premier account to accept CC transactions  
  
6.   There are no modifications to the Coop for individuals what is offers is only what the Coop Manager list in the start of the Coop.  
  
7.   Coop members are required to PayPal in advance of the orders and no Manager will be allowed to order Coop kits for anyone who has not paid in advance of the order cutoff.   
  
8.   As part of all Coop payments the Shipping address will be listed in PayPal to ease the addressing for the manager.   
  
9. The Managers is required to post status of the coop at least weekly even when there is no change to status. This is to insure everyone feels comfortable and well informed.  
  
10. Once the Coop order has been placed all orders are final and orders cannot be canceled. This is to protect the Manager from being stuck with canceled orders.   
  
11. All Coop orders are an agreement with the Manager and Member. The Forum Staff, Owner, or other representatives have no responsibility or liability in the process. By entering into a Coop order you agree that you understand this and agree.  
  
12. The stated rules are not the limit, but just the outline. Anyone not abiding by the rules or their intent, in the operation of a Coop can and will be dealt with in an appropriate manner.

13. Minors cannot be held under contracts verbal or otherwise so We must limit the coops to being run by adults. Otherwise if a minor was to run one and never deliver the products the coop members would be limited greatly in what could be done about it

**Deciding Cost**

You will need to add it the cost of all materials into the purchase prices. At this time you will not add in the shipping to the coop members. This will be added in at a separate time. Below are a few examples of some things you may need to consider in deciding your cost.

|  |  |  |
| --- | --- | --- |
| BOM | PCBs | Shipping Labels |
| Tape | Packing Material | PayPal Fees 3% + $0.30 |
| Coop Fees 3% |  |  |

**Example**

When using formulas in Excel do not add a period (.) before the formula. These are for display purposes only.





* Do not get very specific, set a goal and go no further, typically 50 units. This will help to account for unknowns such as backorders that require you to acquire parts from a second supplier.
* You will have to estimate the cost of shipping for the parts from a supplier to you. They typically do not give you this price until after they ship the parts.

**Coop Announcements**

**Here is a sample Coop announcement.**

This Co-Op is for the Lynx Combiner and 4 Port Passive Hub.    
  
\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

This coop is for parts and PCB

Please post and ask any questions you may have in the forums before ordering.   
  
As with any Co-Op this Co-Op is subject to the forum rules.  These rules can be reviewed using the following link.  
  
Forum Co-Op rules  
  
<http://diylightanimation.com/index.php?topic=111.0>  
  
Now for the pricing.    
  
We have a base goal of 50 kits.  This goal allows the cost per unit to drop low enough to make it cost effective to run the coop. below this number we will not make the order.   
   
Pricing is below broken into the 50 unit levels.  The pricing below will include all fees, shipping and handling charges to get the items to the Coop Manager.   
  
\*\*\*\*\*50 Kit Level\*\*\*\*\*  
Kit 1 Lynx Combiner $6.53  
Kit 2 4 Port Passive Hub $8.91

**Here is a sample Coop payment request.**

You are receiving this pm because you are member of the Combiner/hub coop. Please read this complete PM carefully before doing anything. Coops are a great deal of work and to assist the managers it is very important you take your time to get this correct. Errors can cause additional work for the coop manager and you not receiving you shipment as expected.   
  
**I have you listed as ordering;**  
Kit 1 Combiner: 2  
Kit 2 Hub: 8  
   
Below you will see three prices based on your location. This is the **total price you send in PayPal.**

US: 87.35                                      Canada and Mexico: 94.10                              International: 96.10  
  
Please choose the correct price to prevent delays.  
  
The payment window will be open until Monday the 20th at 8:00 p.m.  E.S.T. Any payments not received will be dropped from the coop and the order will go in. I cannot receive payments after this as parts will be ordered without your quantity included so I will not have kits to sell you.  
  
One of the most important things is in your PayPal you must have certain pieces of information. Without them you payment will be refunded and if not corrected before the cutoff your order will be dropped.

In PayPal, **make sure your shipping address is correct**. Do not send me messages to send it elsewhere as the PayPal shipping will print the label and it will be shipped to the address on the label.    
  
**In the comments I must have;**  
Your Username   
Kit 1 Combiner:  ## (insert your number)   
Kit 2 Hub:  ## (insert your number)  
Insurance: Y/N?\_\_\_\_\_\_\_    How much did you pay?\_\_\_\_\_\_

**Any payment without all this info in it will be refunded.**   
PayPal your amount to [fertsy@gmail.com](mailto:fertsy@gmail.com) including all info listed above as soon as possible. **Make sure to choose Goods as type and do not send it as a e-check** as this take 5 days to clear and will be refunded tying up your money until it clears.   
  


* Use color or bold font to make the email easier to read and highlight important information that you want to stand out to the coop members.

**HTML**

Tags that we will be dealing with include the following.

|  |  |
| --- | --- |
| Command | Description |
| [table] | Begin Table |
| [/table] | End Table |
| [tr] | Begin Table Row |
| [/tr] | End Table Row |
| [td] | Begin Table Data (Column or Cell) |
| [/td] | End Table Data |
| [B] | Begin Bold Font |
| [/B] | End Bold |
|  |  |

**Examples**

[table]

[tr] [td] [/td] [td] [/td] [td] [/td] [td][/td] [/tr] [tr] [td] [/td] [td] [/td] [td] [/td] [td][/td] [/tr] [tr] [td] [/td] [td] [/td] [td] [/td] [td][/td] [/tr]

[/table]

**Produces this: just without the visible boarders**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[table]

[tr][B] [td]Member [/td] [td]Kit 1 [/td] [td]Kit 2 [/td] [td]Paid[/td][/B] [/tr] [tr] [td]Username1 [/td] [td]4 [/td] [td]5 [/td] [td]Y[/td] [/tr] [tr] [td]Username2 [/td] [td]2 [/td] [td]2 [/td] [td]N[/td] [/tr]

[/table]

**Produces this: just without the visible boarders**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Kit 1** | **Kit 2** | **Paid** |
| Username1 | 4 | 5 | Y |
| Username2 | 2 | 2 | N |

****

* Ensure that you leave blank Table Row tags prior to closing the table tag. This will allow for easy additions of data without having to type tags. Simply copy and paste extra lines. Don’t worry there are no boarders so they will not be visible in the actual post
* Spacing is controlled by the largest table row data; therefore there is no need to add spacing anywhere in the HTML.

**Shipping**

You should always verify prices from the USPS website ([US](http://www.usps.com/prices/priority-mail-prices.htm) and [International](http://www.usps.com/prices/priority-mail-international-prices.htm)) as they are subject to change. The below prices are current as of 7 July 2011.

**US**

**Priority Mail Flat Rate Options**

|  |  |  |
| --- | --- | --- |
|  | Price | Size |
| Priority Mail Flat Rate Envelope | $4.95 | 12-1/2" x 9-1/2" |
| Priority Mail Padded Flat Rate Envelope | $4.95 | 12-1/2" x 9-1/2" |
| Priority Mail Legal Flat Rate Envelope | $4.95 | 15" x 9-1/2" |
| Priority Mail Gift Card Flat Rate Envelope | $4.95 | 10" x 7" |
| Priority Mail Small Flat Rate Envelope | $4.95 | 10" x 6" |
| Priority Mail Window Flat Rate Envelope | $4.95 | 10" x 5" |
| Priority Mail Small Flat Rate Box | $5.20 | 8-5/8" x 5-3/8" x 1-5/8" |
| Priority Mail Medium Flat Rate Box (FRB1) | $10.95 | 11" x 8-1/2" x 5-1/2" |
| Priority Mail Medium Flat Rate Box (FRB2) | $10.95 | 13-5/8" x 11-7/8" x 3-3/8" |
| Priority Mail Large Flat Rate Box (Domestic Addresses) | $14.95 | 12" x 12" x 5-1/2" |
| Priority Mail Large Flat Rate Box (APO/FPO/DPO Destinations) | $12.95 | 12" x 12" x 5-1/2" |

**International**

**Priority Mail International Flat Rate Options (Retail Prices)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Canada/Mexico | All other countries | Size |
| Priority Mail International Flat Rate Envelope\* | $11.95 | $13.95 | 12-1/2'' x 9-1/2'' |
| Priority Mail International Padded Flat Rate Envelope | $11.95 | $13.95 | 12-1/2'' x 9-1/2'' |
| Priority Mail International Legal Flat Rate Envelope | $11.95 | $13.95 | 15'' x 9-1/2'' |
| Priority Mail International Gift Card Flat Rate Envelope | $11.95 | $13.95 | 10” x 7” |
| Priority Mail International Small Flat Rate Envelope | $11.95 | $13.95 | 10” x 6” |
| Priority Mail International Window Flat Rate Envelope | $11.95 | $13.95 | 10” x 5” |
| Priority Mail International Small Flat Rate Box\* | $11.95 | $13.95 | 8-5/8" x 5-3/8" x 1-5/8" |
| Priority Mail International DVD Flat Rate Box \*\* | $11.95 | $13.95 | 7-9/16” x 5-7/16” x 1-3/8” |
| Priority Mail International Large Video Flat Rate Box \*\* | $11.95 | $13.95 | 9-1/4”x 6-1/4” x 1-3/8” |
| Priority Mail International Medium Flat Rate Box (FRB-1) | $27.95 | $45.50 | 11" x 8-1/2" x 5-1/2" |
| Priority Mail International Medium Flat Rate Box (FRB-2) | $27.95 | $45.50 | 13-5/8" x 11-7/8" x 3-3/8" |
| Priority Mail Large Flat Rate Box | $35.50 | $58.50 | 12" x 12" x 5-1/2" |

**Customs**

Most current information should be available on the USPS [website](http://www.usps.com/international/customs.htm).

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority Mail® International Flat Rate Envelope, Priority Mail® International Small Flat Rate Box, and First Class Mail® International shipments** | | | |
| http://www.usps.com/common/images/spacer.gif | | | | |
| http://www.usps.com/common/images/spacer.gif | |  |  | | --- | --- | | http://www.usps.com/common/images/spacer.gifhttp://www.usps.com/common/images/bullet.gif | No customs form is required on the Priority Mail International Flat Rate Envelope | | http://www.usps.com/common/images/spacer.gifhttp://www.usps.com/common/images/bullet.gif | Use PS Form 2976 if the Priority Mail International Flat Rate Envelope weighs 16 ounces or more, is more than 3/4 inch thick, or is not uniformly thick. | | http://www.usps.com/common/images/spacer.gifhttp://www.usps.com/common/images/bullet.gif | Use PS Form 2976 on the Priority Mail International Small Flat Rate Box |   A customs form is not required on the following categories of mail:   |  |  | | --- | --- | | http://www.usps.com/common/images/spacer.gifhttp://www.usps.com/common/images/bullet.gif | Non-dutiable First Class Mail International items that weigh less than 16 ounces. | | http://www.usps.com/common/images/spacer.gifhttp://www.usps.com/common/images/bullet.gif | Non-dutiable First Class Mail International items that weigh 16 ounces or more when they are tendered by a known mailer (tenders volume mailings through a Business Mail Entry Unit or other bulk mail acceptance location; completes a statement of mailing at the time of entry; pays postage through an advance deposit account; and utilizes a permit imprint as an indication of postage payment. International Surface Air Lift and International Priority Airmail customers and federal, state, and local government entities are considered to be "known mailers" for this purpose). | | | | |
| **Express Mail International® Shipments** | |
| http://www.usps.com/common/images/spacer.gif | | | | |
| http://www.usps.com/common/images/spacer.gif | |  |  | | --- | --- | | http://www.usps.com/common/images/spacer.gifhttp://www.usps.com/common/images/bullet.gif | The customs form requirement for EMI shipments varies by country. Use [PS Form 2976 Customs Form](http://webapps.usps.com/customsforms/sender_recipient.jsp) or [PS Form 2976-A Customs](http://webapps.usps.com/customsforms/cp72sender_recipient.jsp) [Declaration and Dispatch Note](http://webapps.usps.com/customsforms/cp72sender_recipient.jsp) as [specified by the country](http://pe.usps.gov/text/Imm/Immctry.html). Consult your local Post Office™ for additional details. | | http://www.usps.com/common/images/spacer.gifhttp://www.usps.com/common/images/bullet.gif | Consult your local [Post Office](http://www.usps.com/locator/welcome.htm) or the online [International Mail Manual](http://pe.usps.gov/text/imm/immc1_008.htm) for additional information about customs requirements in your destination country. |   A customs form is not required on the following categories of mail:   |  |  | | --- | --- | | http://www.usps.com/common/images/spacer.gifhttp://www.usps.com/common/images/bullet.gif | Express Mail International (EMI) shipments (to certain destination countries) that weigh less than 16 ounces and that contain documents, business papers, or commercial papers. | | | | |
| **Priority Mail International** | | |
| http://www.usps.com/common/images/spacer.gif | | | | |
| http://www.usps.com/common/images/spacer.gif | Regardless of value or contents, every Priority Mail International package must bear a completed [PS Form 2976-A Customs Declaration and Dispatch Note](http://webapps.usps.com/customsforms/cp72sender_recipient.jsp) that is inserted into [Plastic Envelope, PS Form 2976-E](http://shop.usps.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=10001&storeId=10052&productId=10000267&langId=-1). | | | |



* You may want to consider purchasing and printing on sticker type labels. This will save considerable time when you consider printing 100 labels, trimming them and then taping them to the box. They cost a little more than just tape alone but for time and aggravation they seem well worth it. As of this writing the cheapest labels I could find were from [Amazon](http://www.amazon.com/s/ref=nb_sb_noss?url=search-alias%3Daps&field-keywords=shipping+labels) or [Wal-Mart](http://www.walmart.com/ip/Avery-Shipping-Labels-6-3-4-x-4-1-4-White-50-Count/14935342) if you were looking for a more permanent supplier.
* If you do decide to tape a label on the USPS can sometimes be picky if you tape over barcodes so be sure to leave those parts un-taped.
* It is possible to have the post office pick up the packages from your home or office. There should be an option when you print the labels or you should be able to arrange this with your postman/woman

**Closing Up**

Again, if you have any questions do not hesitate to ask any coop manager or administrator for advice.

Thanks again for you dedication to this hobby. It would not exist if it were not for the dedication of all members of the DLA community.

Comments