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# ORGANIZATION DATA SHEET

YOUR GROUP'S OFFICIAL NAME \_\_\_\_\_  
 (Include sponsor if you have one)

WREATH CHAIR PERSON'S NAME \_\_\_\_\_  
 (You will be our contact for all correspondence and invoicing)

YOUR STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

YOUR TELEPHONE: HOME ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_

ARE YOU A PREVIOUS CUSTOMER? YES NO IF YES, PLEASE GIVE US YOUR CUSTOMER CODE: \_\_\_\_\_



NUMBER OF PEOPLE WHO WILL BE ACTIVELY SELLING? \_\_\_\_\_

HOW MANY "SALES AIDS" DO YOU NEED? \_\_\_\_\_

WHAT DATES DO YOU WISH DELIVERY (3-DAY RANGE) \_\_\_\_\_  
 (No deliveries made on Sundays or Holidays). If your order is coming via Common Carrier or UPS there will be no deliveries Sat., Sun. or Thanksgiving weekend, which includes Friday.

**NOTE: YOUR ORDER MUST BE RECEIVED MINIMUM OF 2 WEEKS BEFORE YOU EXPECT DELIVERY, OR NOT LATER THAN NOVEMBER 15TH.**

## OUR GROUP WISHES TO SELL THE FOLLOWING ITEMS

### DECORATED WREATHS

- PLAIN BALSAM WREATH - ITEM #10  BALSAM/PINE WREATH - ITEM #25

NOTE - IT IS BEST TO LIMIT YOUR SELECTION TO SEVERAL SIZES OF WREATHS ONLY

- 18 - INCH  22 - INCH  25 - INCH  28 - INCH  30 - INCH  
 36 - INCH  42 - INCH  48 - INCH  60 - INCH  72 - INCH  84 - INCH

- PLASTIC BOWS - AVAILABLE ON ALL SIZES  VELVET BOWS - AVAILABLE ON ALL SIZES

#### OPTIONAL PLASTIC BAGGING

- WE WISH OUR 18-22-25 INCH ONLY WREATHS TO BE BAGGED IN PLASTIC  
 NOTE - SEE PRICE LIST FOR ADDITIONAL COST

#### OPTIONAL BUTTON BOW

- WE WISH OUR 18"-30" WREATHS TO HAVE 4-LOOP BUTTON BOWS, WHICH ARE AVAILABLE IN PLASTIC AND VELVET.  
 NOTE - SEE PRICE LIST FOR ADDITIONAL COST

### BALSAM GARLAND

- PLAIN BALSAM ITEM #26  BALSAM/PINE ITEM #27  
 15 - FOOT COIL  25 - FOOT COIL  50 - FOOT COIL  100 - FOOT COIL

### BALSAM DOOR SWAGS

- ITEM #9  
 VELVET BOW  PLASTIC BOW

### HOLIDAY CENTERPIECE

- ITEM #60  
 SOLD IN BOXES OF 6  
 INCLUDES MAGIC PULL-BOW

### CHRISTMAS CANE

- ITEM #61  
 SOLD IN LOTS OF 5  
 INCLUDES VELVET BOW

### HOLIDAY CROSS

- ITEM #62  
 SOLD IN LOTS OF 5  
 INCLUDES VELVET BOW

### MAIL - BOX SWAG

- ITEM #63  
 SOLD IN BOXES OF 6  
 INCLUDES MAGIC-PULL BOW

#### INDIVIDUALLY PACKAGED VELVET BOWS

- VELVET BOWS IN PLASTIC BAG - FOR USE WITH BALSAM GARLAND SALES OR FOR INDIVIDUAL SALES

#### GIFT-BOXED WREATHS SENT VIA UPS

- WE PLAN TO SELL GIFT-BOXED WREATHS, AND NEED THE FOLLOWING NUMBER OF ORDER FORMS. #FORMS \_\_\_\_\_

## SHIPPING INSTRUCTIONS

- EVERGREEN INDUSTRIES PLEASE SHIP PREPAID AND BILL US USING RATES SHOWN ON PRICE LIST.
- WE WILL PICK-UP OURSELVES, AND CALL AT LEAST THREE DAYS BEFORE SCHEDULED DATE TO ARRANGE PICK-UP TIME. FAILURE TO DO THIS WILL RESULT IN A DELAY!
- WE WILL MAKE OUR OWN FREIGHT ARRANGEMENTS AND INSTRUCT EVERGREEN INDUSTRIES ACCORDINGLY. WE ALSO WILL CALL EVERGREEN INDUSTRIES NO LATER THAN 3 DAYS BEFORE OUR CARRIER WILL ARRIVE TO PICK UP MATERIAL, WITH SCHEDULED DATE, TIME AND CARRIER NAME. WE UNDERSTAND THIS IS EXTREMELY IMPORTANT SO A SCHEDULE CAN BE SET UP FOR LOADING. FAILURE TO DO THIS WILL RESULT IN A DELAY!

## TERMS & CONDITIONS

1. WHEN PLACING YOUR ORDER, WE ASSUME MOST MATERIAL HAS BEEN PRE-SOLD AND NOT PURCHASED ON SPECULATION, THEREFORE NO CREDITS WILL BE ISSUED FOR UNSOLD PRODUCTS.
2. WE UNCONDITIONALLY GUARANTEE ALL OUR PRODUCTS FOR FRESHNESS AND QUALITY OF CONSTRUCTION. IF YOU RECEIVE ANY DEFECTIVE MATERIAL OR SHORTAGES, WE WILL IMMEDIATELY REPLACE OR CREDIT YOUR ACCOUNT AS LONG AS WE ARE NOTIFIED WITHIN 10 DAYS AFTER DELIVERY. CREDITS LIMITED TO QUOTED COST OF MATERIAL ONLY.
3. YOUR ORDER MUST BE PLACED NO LATER THAN 14 DAYS PRIOR TO THE FIRST DAY OF YOUR DELIVERY DATE RANGE OR NOT LATER THAN NOVEMBER 15th. IF THESE CONDITIONS ARE NOT MET YOUR ORDER WILL BE DELAYED.
4. WE PRIDE OURSELVES ON THE RELIABILITY OF OUR DELIVERY, BUT CANNOT BE HELD RESPONSIBLE FOR UNMET DELIVERY DATES CAUSED BY TRUCKING DELAYS, STRIKES OR EMBARGOES. ALSO INCLUDED ARE BLIZZARDS, STORMS, FLOODS OR OTHER "ACTS OF GOD" WHICH AFFECT YOUR DELIVERY OR THE HARVESTING AND/OR PRODUCTION OF MATERIAL PRIOR TO DELIVERY. WE ALSO CANNOT BE HELD RESPONSIBLE FOR ANY SHORTAGES THAT OCCUR BECAUSE OF THE PREVIOUSLY MENTIONED REASONS. **UNDER NO CIRCUMSTANCES WILL CREDIT BE GIVEN FOR FREIGHT CHARGES.**
5. CUSTOMER MUST BE PREPARED TO ACCEPT DELIVERY OF MATERIAL DURING THEIR "THREE-DAY RANGE", AND ANY MODIFICATION, IF NOT APPROVED BY EVERGREEN INDUSTRIES, WILL RESULT IN THE ORDER BEING DELAYED.
6. IF YOUR ORDER ARRIVES VIA UPS OR COMMON CARRIER, IT IS YOUR RESPONSIBILITY TO NOTE ANY DAMAGE OR SHORTAGES ON THE FREIGHT BILL BEFORE SIGNING. **(THIS IS VERY IMPORTANT, AND WE SHOULD BE NOTIFIED IMMEDIATELY FOR REPLACEMENTS.)**
7. OUR PAYMENT TERMS TO ALL QUALIFIED FUND-RAISING ORGANIZATIONS ARE **NET 30 DAYS FROM THE DAY YOU MAKE YOUR DELIVERY AND COLLECT YOUR FUNDS.** A SERVICE CHARGE MAY BE ADDED FOR ANY LATE PAYMENTS.

**IF YOU HAVE ANY QUESTIONS RELATING TO THIS DATA SHEET  
CALL US TOLL-FREE 1 (800) 284-3048  
GOOD LUCK THIS YEAR!**

I UNDERSTAND AND ACKNOWLEDGE THE TERMS AND CONDITIONS RELATING TO THE PURCHASE, PAYMENT AND DELIVERY OF MATERIAL ORDERED FROM EVERGREEN INDUSTRIES BY THE ORGANIZATION I REPRESENT.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### OFFICE USE ONLY

DATE ODS RCVD \_\_\_\_\_  
ENTD MASTER FL \_\_\_\_\_  
RESP LTR SENT \_\_\_\_\_  
"S.A." SENT \_\_\_\_\_