



## 2020 Poinsettia Fundraiser Sign Up

Thank you for choosing us to partner in your organization's fundraiser! We are delighted to be your greater Houston area poinsettia supplier and are proud to grow locally in Waller, TX. We wish you success as you get underway selling toward your fundraising goals!

**Sign Up Dates:** June 15-October 9, 2020.

**Organizations must turn in final Poinsettia sales numbers by Oct. 26th for shipment guarantee.**

### Organization Information

Group Name:

Total Number of People Selling in Group:

Estimated Poinsettia Sales Goal in units:

**(Minimum is 200 units)**

**Tips:** Groups of *at least* 15-20 work best. A good minimum sales goal is at least 10 per person. Establish goals for your entire group and for individuals. What do you need to earn to hit your goals? Consider all selling strategies – social media, parent's places of work, sell at athletic events, advertise in community newspapers or newsletters, etc. Incentivize high performing sellers and remind your group what your ultimate goals are with the funds raised. Your group is held to the minimum of 200. Your estimated sales goal just gives an idea of your potential and how much crop we need to keep in mind for your group.

**Organization Billing Address:** (Where organization receives mail)- *This can be a P.O. Box*

Address:

City:

Zip:

## Contact Information

### Primary Point of Contact:

First & Last Name:

Phone Number 1:

Phone Number 2:

Email:

### Secondary Point of Contact: (Must be different than Primary.)

First & Last Name:

Phone Number 1:

Phone Number 2:

Email:

### Organization Billing Contact: (Can be the same as one of the above)

First & Last Name:

Phone Number 1:

Phone Number 2:

Email:

**Tips:** Name a reliable coordinator that is passionate about your initiative! Someone with great organizational skills. Make this person responsible for collecting all proceeds. If you have a treasurer position within your group, then they can be a different point of contact. Your primary point of contact is responsible for all communication with Spring Creek Growers and the group. Communication is the key to success! The Primary Point of Contact is responsible for turning in the total sales figure to the Poinsettia Specialist on or by Oct. 28th via email. Your final confirmation and invoice will be emailed to both Primary and Billing contacts if they are different. Regular communication between the Primary Point of Contact about the status of your fundraiser is helpful. If you are drastically overselling or underselling your goals, please let us know. A good rule of thumb is to keep your poinsettia specialist informed as you sell in increments of 200.

## Delivery Information:

**You must turn in final Poinsettia sales numbers by Monday, Oct. 26th at 5:00pm via email to guarantee shipment.**

Your order minimum is 200 Poinsettias, which qualifies for delivery. If you sell less than 200 poinsettias, the invoice total will still bill for the 200 poinsettias committed. **Your minimum bill will be \$1,100 plus delivery.** Delivery Fee is \$25-\$50 in the Houston area depending on location and size of the order. The Delivery Fee will never go over \$50.

**Delivery location must be a large enough site for a bobtail truck delivery.** A bobtail truck is similar to a large furniture delivery truck. The trucks have lift gates to unload full racks of poinsettias and our friendly drivers assist in verifying counts and unloading. A guide to 'Order Check In' will be sent upon invoicing to help make sure the delivery and organizing of the order goes smoothly.

Poinsettias will come on Spring Creek Growers' metal racks. Each poinsettia will have the red foil covering over the pot and a breathable sleeve to protect bracts. Racks are to be unloaded at the time of delivery. Our drivers accept checks and will collect payment upon delivery.

We recommend that Poinsettias reach the end customer within 48 hours to maintain quality. After 48 hours, the plants will need to be watered and unsleeved for ventilation. When watering, the foil pot covering needs to be removed so water can drain. Water with room temperature water until the full pot is wet and water is dripping out the bottom. Then stop.

During an event of extreme cold weather, your specialist may need to work with you to move a delivery date and/or time as plant quality will be affected during an extreme cold event.



**Delivery times and dates are to be selected as a first and second pick request. Official delivery date and time will be emailed to you between October 29<sup>th</sup> and 30<sup>th</sup>, after final numbers are turned in and trucks are routed.**

**Tips:** When choosing a day and time, allow yourself plenty of time to receive and organize your delivery by individual. Remember Poinsettias can be delicate. Choose a central location that will be convenient for your group to pick up their orders. Remember Poinsettias must be protected from temperatures below 50° F. Ideal temp range is 60° F—85° F protected from wind, rain and excessive heat and cold. A church, school, band hall, gym usually works best. Garages are not acceptable locations.

**Please mark with a 1 and 2 for your first and second pick delivery preferences:**

Wednesday, Nov 25 ☐

Wednesday, Dec 2 ☐

Thursday, Dec 3 ☐

Friday, Dec 4 ☐

Wednesday, Dec 9 ☐

Thursday, Dec 10 ☐

Friday, Dec 11 ☐

**Please mark with a 1 and 2 for your first and second pick delivery preferences:**

9:00-10:00am ☐

11:00-12:00pm ☐

1:00-2:00pm ☐

**Delivery Address:** (Must be a location with a parking lot. Business, School or Church etc.)

Name of Site, Business or Landmark:

Exact Street Address:

City:

Zip:

## Profit Potential

You determine your profit potential and sale price! We have groups be successful with a \$12.00 sale price. Most groups sell for \$11 to keep the cash exchange simple. Your cost is \$5.50 per plant and we recommend a \$10.50-\$12 selling price, which competes with most high-end garden centers and independent retailers. Remember, you are selling **florist quality** plants! If your organization sells 200 poinsettias for \$12 each, you earn would \$1,300! Remember the **minimum commitment is 200 Poinsettias**, so if you sell all your minimum, you are guaranteed at least a \$1,000 in pocket fundraiser! If you don't sell your 200 committed by the Oct. 26<sup>th</sup> turn in date, you can keep selling!

Please refer to the **'Sample Order Form'**. All fields highlighted in **yellow** on the Sample Order Form are customizable to your organization's needs.

Will you be taking Cash and/or Check as payment from your customers?

Tip: If you are accepting cash, the \$11.00 sale price makes it a little easier for change at the time of exchange.

If you will be allowing checks as payment; what is the **exact** name you would like checks made out to:

Tip: You are in charge of collecting the money for your group. All checks need to be made out to your organization, not Spring Creek Growers.

Do you want to list your selling price on the order form? (Yes/No)

Tip: Most groups do list this on the form, but some elect not to. It's usually helpful to remember how much money to collect.

What sale price (cost) do you want to list?

\$10.50-\$12.50 is typical.

What due date listed on the order form for your sellers?

Tip: Your Primary Point of Contact may want to give themselves a day or two to tally up the numbers. The total number is due by 5:00pm on Oct. 26<sup>th</sup>, so having your sales force turn in numbers by Oct 25<sup>th</sup> is usually a good idea.

What date, time, location would you like listed on the selling form to direct your group for picking up their sold poinsettias? (Space is limited)

## Invoice Payment to Spring Creek Growers

Total sales numbers are due by **5:00pm on Monday, October 26, 2018**. Please *email in writing* your poinsettia specialist with your group's name and total sales figure. We don't need your forms – just your total number of Poinsettias. Your specialist will email you back a confirmation and a copy of your final invoice within 5 business days to help you prepare for delivery. Your invoice will also reconfirm your delivery location, time and tax status.

We accept payment for the full invoiced amount by check at delivery location ***only***. Please be prepared to give the delivery driver your check upon arrival at delivery location. Drivers are not permitted to start the unloading process before payment has been received.

## Sales Tax Information

By law we must have 1 of 2 tax status forms on file or we are required to charge sales tax. We are unable to sign up your group without this tax section complete.

### Options:

1. **Pay Sales Tax:** No forms need to be signed. We will charge the organization the local sales tax amount. Usually this ranges between 6.25%-8.25%. Your local tax rate will depend on what county your delivery address resides.
2. **Tax Exempt:** Please fill out the attached form claiming exemption status. This is typical of most registered non-profit groups. We must have this form by law.
3. **Resale:** Please fill out the attached document claiming that you are reselling our product, collecting the sales tax on your own and paying governmental sales tax. This isn't typical, but can happen. Disregard this form if you are agreeing to pay tax or are claiming a Tax-Exempt Status.

**Please certify which Tax Status you wish to claim (If no box is checked, and a Tax form is not attached, we will be charging tax to your order.):**

**Pay Sales Tax** ☐ (Agree to pay your local tax rate.)

**Tax Exempt** ☐ (**Must** Fill Out 'Texas Sales and Use Tax Exemption Certificate')

**Resale Tax** ☐ (**Must** Fill Out 'Texas Sales and Use Tax Resale Certificate')

## Terms and Conditions of Sale

Working with live horticulture and Mother Nature there are rarely crop failures, but they can happen. In the event of a crop failure you may receive other colors for some or all your order. This is extremely unlikely, but needs to be mentioned. Spring Creek Growers has the right to sell all Poinsettia Fundraisers ANY color of 6" Poinsettia deemed necessary in the event of crop failure. Back up colors include White and Red/White Multicolored. In this event, your specialist will communicate with you to determine a plan and course of action.

**The minimum poinsettia fundraiser commitment is 200 pots of 6" poinsettias at a \$5.50 each cost. If by October 26<sup>th</sup> you have not sold all of the 200 committed, you will still be invoiced for them, but keep in mind you can still keep selling your remaining allotment for as long as you wish.**

Please sign and date here to agree to terms and conditions of sale and acknowledge receipt of the set up information packet:

Signature:

Date:

Print Name:

Once all documentation is received, expect to receive your Custom Order Form within 2 business days from your Poinsettia Specialist so you can quickly get underway selling. Please don't hesitate to call or email if you have questions.

*Spring Creek Growers is proud family owned and operated company for over 20 years.*

*Good luck with your fundraising efforts! We look forward to helping you achieve your fundraising goals! Thank you for creating a joyful Christmas season!*

**For any questions, please contact us at:**

Office: 281-259-8114 (Press 1)

or [kailey@springcreekgrowers.com](mailto:kailey@springcreekgrowers.com)



# Poinsettia Fundraising Order Form

<b>Organization Name:</b>			
<b>Seller's Name:</b>		<b>Sales Goal:</b>	



**Red Poinsettia Plant Specs:**

12"-14" Tall and Wide with 6-7 Flowers per Plant  
6" Diameter pot comes with Red Foil Pot Covering & Plastic Sleeve

**Orders Due by:**  
**Oct.**

**Payments Accepted:**

**Cash and/or Check**

**Payable to:**

**Cost- \$**

	Customer Name	Address/Email	Phone Number	Total	Amount Due	Paid
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

<b>Organization Contact Person:</b>	
<b>Pick Up Date:</b>	
<b>Pick Up Time:</b>	
<b>Location:</b>	



<b>Notes:</b>
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# Texas Sales and Use Tax Resale Certificate

Name of purchaser, firm or agency as shown on permit	Phone (Area code and number)
Address (Street & number, P.O. Box or Route number)	
City, State, ZIP code	
Texas Sales and Use Tax Permit Number (must contain 11 digits)	
<div style="border: 1px solid black; width: 250px; height: 20px; margin: 0 auto;"></div>	
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico	
<div style="border: 1px solid black; width: 250px; height: 20px; margin: 0 auto;"></div> (Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)	

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_


Description of items to be purchased on the attached order or invoice:

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

*I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

 Purchaser	Title	Date
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# Texas Sales and Use Tax Exemption Certification

*This certificate does not require a number to be valid.*

Name of purchaser, firm or agency	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
City, State, ZIP code	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser <b>sign here</b> ▶	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.