



## Poinsettia Sales Instructions: 2014

This has been a very strong fund raising effort for rowers. Families, friends, neighbors are good starting points, and businesses that decorate their offices for the holidays can place sizable orders to build your total. Do not wait until the last minute to start selling!

- Payments are by cash or check only. (
  - Checks payable to Orlando Rowing Association or ORA).
  - Be sure to add the Rower name in memo field.
- Customer pays you at the time of sale.
- All monies and Tally Form are due by Nov 15, 2014, govm to Allie Loveland at Boathouse
- Poinsettias arrive at boathouse on Sunday November 30. Pick up time is 11am=1pm
- You are responsible for the pick up THAT DAY. Orders left behind have been damaged and broken or worse, taken. You are responsible for any loss.

### Poinsettia Order Forms Instructions:

1. Fill out top portion and give it to the customer. It is their sales receipt.
2. Fill out bottom portion and KEEP IT as your sales record. Do not turn these in.

### Tally Sheet Instructions:

1. As each order is completed and paid, add its information to this sheet. Fill all entries neatly and completely. Someone else will be reading this to place the order.
2. The total money calculated on the form MUST BE EQUAL to the collected cash and checks you turn in with the tally sheet in order to get credit on your account.

### Prices/Profit:

The prices of the plants are on the order form. The profit credited to your account for each sale is as follows:

4.5" \$1.75 | 6 " \$3.65 | 8" \$5.00 | 10" \$5.00 | 10" hanging \$13.75

It takes 2-3 weeks to get the rower accounts settled so the credit earned will show on your January Statement.

Questions? Contact Allie Loveland

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