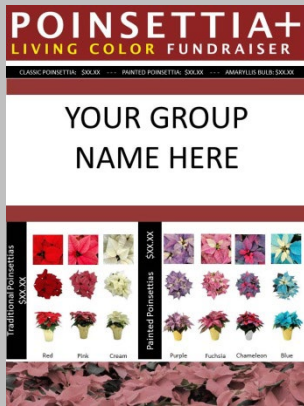


# INSTRUCTIONS

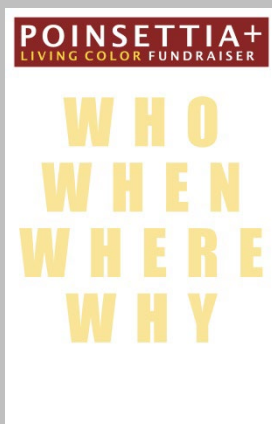
## Order Brochure



## Group Order Form Form

| Item             | Qty | Price | Total | Plant | Notes | Comments | Order | Plant | Plant | Total |
|------------------|-----|-------|-------|-------|-------|----------|-------|-------|-------|-------|
| Item Total       |     |       |       |       |       |          |       |       |       |       |
| Dollar Total Due |     |       |       |       |       |          |       |       |       |       |

## Poster



## ORDERS AND PAYMENTS ARE DUE NOVEMBER 1st, 2022

Thank you for participating in the Living Color Poinsettia fundraiser.

The living color fundraiser program is very straightforward. Your Group sells plants using the tools listed below. You send us your orders and money owed. We deliver the plants to your location.

To accomplish this, we provide a system to help your group sell and manage your group orders. The system provides four items: Poster, Order Brochures, Group Order Forms, and a Stamped Envelope.

Here is what you need to know:

### START YOUR SALE:

- Please read the Living Color Fundraiser Terms and Conditions.
- Distribute Order Brochures to each seller. Make sure each person includes his/her name and phone number on the Order Form.
- Customize your Posters and hang them in high traffic areas.
- Start selling. Record each order on the Order Brochure and collect money. Individual checks should be made out to your organization.

### COLLECT THE ORDER BROCHURES:

- Set your Group's due date a few days before the November 1st due date. This gives you time to tally orders and allow for 'I forgot my order' sellers.
- Once all orders and payments are collected, record your Group total for each plant item in the corresponding space on the Group Order Form.
- Keep the Order Brochures to use for distributing plants at delivery time

### PLACE YOUR ORDER

- Complete the Group Order Form that is enclosed.
- Make sure your Group Name is on the Group Order form. Put the Group Order Form and your check for total due in the provided stamped envelope. This check should be made payable to Raker-Roberta's.
- Orders can be emailed, phoned, faxed, or mailed to arrive by the November 1st deadline. Mail the Stamped Envelope so that it will arrive to us by November 1st if you choose that method. Living Color does accept credit card payments over the phone and through square online or payment can be mailed.

Please contact us with any questions you may have. We are here to help. **THANK YOU!**

**ORDERS AND PAYMENTS ARE DUE NOVEMBER 1st, 2022**

## Raker-Roberta's Young Plants

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Litchfield, MI 49252

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