

*Make poinsettia sales your easy,  
profitable holiday fundraiser!*

**SPRING  
CREEK  
GROWERS**

Your local grower has over 25 years of experience growing everyone's favorite Christmastime flower. Our locally grown, true 6-inch Red Poinsettias all come with red foil pot covers and individual sleeves for easy delivery! We provide custom order forms, sales tips & guides and deliver to your organization's location! It couldn't be easier!

**Order early** to pre-book this awesome fundraiser! **Quantities are limited.** Spring Creek Growers Poinsettias are guaranteed to arrive at your door in excellent condition and ready for delivery! We service fundraisers in the Houston/Galveston & surrounding metro areas including Bryan/College Station, Baytown, Sealy, Lake Jackson, Huntsville and everywhere in between.

**Call us today at 281-259-8114 (Press 4) and/or 713-252-3309**

## HOW IT WORKS

- **Contact one of our Poinsettia specialists to sign-up for your organization's fund-raising program**



Our specialists will work with you on fund-raising goals and provide you with tools to make your organization's project a success. Tools include a Holiday Guide to Poinsettias, Sales Tips and Custom Order Form. We provide all documents via email so you can print, forward and scan as many copies as you like to your entire group. Minimum commitment from the organization is 200 pots. Groups of **at least** 15-20 usually work best. Sales are due **November 2, 2017.**

- **Choose your delivery date, time & location**

Your specialist will work with you on what date & time works best for your organization. When choosing a day and time, allow yourself plenty of time to receive and organize your delivery. Remember Poinsettias can be delicate. Choose a central location that will be convenient for your group to pick up their orders. 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. Poinsettias will come delivered on racks with foil coverings over the pot and sleeves to protect bracts. Racks are to be unloaded at the time of delivery.

- **Cost & Profit Potential for your organization**

We have groups that raise thousands of dollars! Cost per plant is \$5.00 which includes the foil pot covering and sleeve. Delivery within the Houston/Metro areas range from \$25-\$50. We recommend selling in the \$10—\$12 range, which competes with most high-end garden centers and independent retailers. (**You** determine your profit potential!) If your organization sells 200 poinsettias for \$12, you earn upwards of \$1,300! Payment for Poinsettias is due at the time of delivery. **Minimum commitment is 200 Poinsettias**, so if you sell all your minimum, you are guaranteed at least \$950 in pocket! We only offer **Red** poinsettias at this time.



## 2016 POINSETTIA FUNDRAISER SET UP & DETAILS

Thank you for choosing us to partner in your organization's fundraiser! We're delighted to be your local poinsettia grower and we wish you success as you get underway selling towards your fundraising goals.

We accept poinsettia fundraiser sign-ups May 23-October 12, 2017. Any group signing up after Oct. 12th 2016 will be put on a waiting list for a "Flash Sale" of assorted colored poinsettias with specific information released on November 6.

**Organizations must turn in final Poinsettia sales numbers by Nov. 2nd to guarantee shipment.**

The attached documents outline our fundraiser process and helpful tips and info to make your group as successful as possible.

- **Sample Order Form** – we customize your order form to your needs. The yellow highlighted areas are the fields we need from your organization to make selling easy. We email it back to you for easy distribution.
- **Holiday Guide to Poinsettias** –selling info and care for Poinsettias during the Christmas season and beyond.
- **Tax Forms** – organizations must claim a Tax Exemption or Resale Tax Status. If you elect to pay tax, then neither form needs to be filled out and we charge your local tax rate by law.

To begin the set up process, please submit the following information on the next 5 pages in the green highlighted text boxes. All green text boxes are required for submission. Forms may be emailed or faxed. Once forms are received by Spring Creek Growers, expect to receive a customized Order Form and Set Up Confirmation from your specialist within 2 business days. If you have not heard from us within 2 days, please call and make sure we received your form submission.

## Organization Information

Exact Group Name:

Total Number of People Selling in Group:

Estimated Poinsettia Sales Goal in pots:  
(Minimum is 200 pots)

**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 only held 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.

## Contact Information

### Primary Point of Contact:

First & Last Name:

Phone Number 1:  Phone Number 2:

Email:

### Organization Billing Contact: (Can be Same as above)

First & Last Name:

Phone Number 1:  Phone Number 2:

Email:

### Organization Billing Address: (Where organization receives mail)

**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 Nov. 2 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 specialist informed as you sell in increments of 200.

## Delivery Information:

**You must turn in final Poinsettia sales numbers by Thursday, Nov. 2<sup>nd</sup> 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 \$1,000 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.

**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.

Deliveries are made Tuesday-Friday 10am-5pm. Delivery dates available are **Nov. 28th - Dec. 8th.**

**Please mark the day you wish to receive delivery:**

- |  |  |   |  |
|--|--|---|--|
| Tuesday, Nov 28 <input type="checkbox"/> | Wednesday, Nov 29 <input type="checkbox"/> | Thursday, Nov 30 <input type="checkbox"/> | Friday, Dec 1 <input type="checkbox"/> |
| Tuesday, Dec 5 <input type="checkbox"/>  | Wednesday, Dec 6 <input type="checkbox"/>  | Thursday, Dec 7 <input type="checkbox"/>  | Friday, Dec 8 <input type="checkbox"/> |

**Please Mark the Delivery Time Slot Requested:**

- |  |  |
|--|--|
| 10:00am – 12:00noon <input type="checkbox"/> |  |
| 12:00noon - 2:00pm <input type="checkbox"/>  | 2:00pm – 5:00pm <input type="checkbox"/> |

**Delivery Address:**

Name of Site, Business or Landmark:

Exact Street Address:



## Profit Potential

You determine your profit potential and sale price! We have groups be successful up to a \$12.00 sale price. Most groups sell for \$10 to keep the cash exchange simple. Your cost is \$5 per plant and we recommend a \$10-\$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 in the upwards of \$1,300! Remember the **minimum commitment is 200 Poinsettias**, so if you sell all your minimum, you are guaranteed at least a \$950 in pocket fundraiser! If you don't sell your 200 committed by the Nov. 2<sup>nd</sup> turn in date, you can keep selling! Also, if your fundraiser is going well and you would like to purchase another 200, you may do so.

Please refer to the attached 'Sample Order Form' for reference. All fields highlighted in yellow on the Sample Order Form are customizable to your groups needs.

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

Tip: If you are accepting cash, the \$10 sale price makes it a little easier for change at the time of exchange. For groups selling for \$11-\$12, check is usually easier.

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?

Would you like a different due date listed on the order form?

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 Nov. 2<sup>nd</sup>, so having your sales force turn in numbers by Oct 31<sup>st</sup> or Nov 1<sup>st</sup> is usually a good idea.

Do you want any other information listed on the order form? (Space is limited)

Tip: It's usually helpful to remind the sellers of when they are going to receive their poinsettia orders so they can tell their customers when to expect the final delivery. If Spring Creek Growers delivers on Tuesday between 10am-12noon, it's helpful to have your sales force there during that time or near after to help organize the shipment by individual. You can list a pick up Day/Time specific for group instead of the Spring Creek Growers delivery time. It's also a good idea to list your Primary Point of Contact in case of questions.

## Invoice Payment to Spring Creek Growers

Total sales numbers are due by **5:00pm on Friday, November 2, 2017**. 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 have to have 1 of 2 tax status forms on file or we have 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 of 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, Pink 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 \$5.00 each cost. If by November 2nd 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:

### Form checklist: We accept via email or fax.

- Set Up Info Document (This form. Pages 2-6 filled out and signed)
- Tax Form Submitted (If claiming Exempt or Resale. If you wish to pay tax, then no form is needed)

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!*

### Contact Us:


Kailey Renaud, Poinsettia Specialist  
[kailey@springcreekgrowers.com](mailto:kailey@springcreekgrowers.com)  
 Office: 281-259-8114 (Press 1)  
 Fax: 844-272-4886

Lauren Kirchner, Director of Sales & Marketing  
[lauren@springcreekgrowers.com](mailto:lauren@springcreekgrowers.com)  
 Cell: 713-252-3309  
 Fax: 844-272-4886



# Poinsettia Fundraising Order Form

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

	<b>Red Poinsettia Plant Specs:</b>	12"-14" Tall and Wide with 6-7 Flowers per Plant 6" Diameter pot comes with Red Foil Pot Covering & Plastic Sleeve					
	<b>Orders Due by:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Payments Accepted:</b></td> <td style="background-color: yellow;"><b>Cash and/or Check</b></td> </tr> <tr> <td><b>Payable to:</b></td> <td style="background-color: yellow;"></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Cost- \$</b></td> </tr> </table>	<b>Payments Accepted:</b>	<b>Cash and/or Check</b>	<b>Payable to:</b>		<b>Cost- \$</b>
<b>Payments Accepted:</b>	<b>Cash and/or Check</b>						
<b>Payable to:</b>							
<b>Cost- \$</b>							

	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>	



**Notes:**



# 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: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> </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: 100%; height: 20px; display: flex; justify-content: space-between;"> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> <span style="width: 10%;"></span> </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: **Spring Creek Growers, Inc.**

Street address: **23803 Decker Prairie-Rosehill Rd.**

City, State, ZIP code: **Magnolia, TX 77355**

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

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

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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: **Spring Creek Growers, In.c**

Street address: **23803 Decker Prairie-Rosehill Rd.** City, State, ZIP code: **Magnolia, TX 77355**

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

**Plants**

Purchaser claims this exemption for the following reason:

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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.*

<b>sign here</b> ▶	Purchaser	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.