



1875 50TH STREET E.  
INVER GROVE HEIGHTS, MN 55077  
PHONE (651) 457-4441 FAX (651) 457-0676

E-MAIL: wreaths@evergreenindustries.net  
TOLL-FREE (800) 284-3048

# ORGANIZATION DATA SHEET

YOUR GROUP'S OFFICIAL NAME \_\_\_\_\_

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

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

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

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

YOUR EMAIL ADDRESS \_\_\_\_\_

ARE YOU A PREVIOUS CUSTOMER?  NO  YES - Please give us your customer code: \_\_\_\_\_  
 YES - But don't know my customer code.

WE PLAN TO PARTICIPATE IN THE "FRIENDS & FAMILY" PROGRAM  YES  NO (If yes, our office will contact you)

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

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

**WE WILL MAKE OUR OWN CUSTOM SALES AID FROM THE WEBSITES SALES AID GENERATOR**  (please check box)

WHAT DATES DO YOU WISH DELIVERY (3-DAY RANGE) \_\_\_\_\_ (No deliveries made on  
Please plan your delivery date at least a week before you plan delivery to your customers. Sundays or Holidays).

**NOTE: YOUR ORDER MUST BE RECEIVED MINIMUM OF 2 WEEKS BEFORE YOU EXPECT  
DELIVERY OR NO LATER THAN NOVEMBER 15TH.**

## OUR GROUP WISHES TO SELL THE FOLLOWING ITEMS

Outstate Customers: 48" - 84" wreaths  
have shipping restrictions. Please  
contact our office at (800) 284-3048  
for additional information.

### DECORATED WREATHS VELVET BOW

- BALSAM WREATH  BALSAM/PINE WREATH
- 18 - INCH  25 - INCH  30 - INCH  36 - INCH  
 48 - INCH  60 - INCH  72 - INCH  84 - INCH

### OPTIONAL PLASTIC BAGGING

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

### OPTIONAL VELVET BUTTON BOW

- WE WISH OUR 18" - 30" WREATHS TO HAVE  
4-LOOP VELVET BUTTON BOWS.  
NOTE - SEE PRICE LIST FOR ADDITIONAL COST

### PREMIER WREATHS

All items come individually boxed

- Lake Superior Wreath  
 Voyageur Wreath  
 Itasca Wreath

### SWAGS

- Balsam Door Swag - Velvet Bow  Lake Superior Swag  
 Mail Box Swag  Voyageur Swag  
 Diamond Swag  Itasca Swag

### GARLAND

- BALSAM  BALSAM/PINE
- 15 - FOOT COIL  25 - FOOT COIL  50 - FOOT COIL  100 - FOOT COIL

### SPECIALTY PRODUCTS

All items come individually

- Holiday Centerpiece  Holiday Evergreen Ball  Wild Rice  
 Christmas Cane  Spruce Tops  Grave Stand  
 Holiday Cross  Door Hanger  Individual Velvet Bow  
 Small  
 Large

# ENROLL US IN THE 2024 DIRECT SHIP PROGRAM

**YES**

**NO, not at this time**

Gift-Boxed Wreath (Most Popular)  
Holiday Centerpiece  
25" Lake Superior Wreath  
Lake Superior Swag

25" Voyageur Wreath  
Voyageur Swag  
25" Itasca Wreath  
Itasca Swag

# of 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!
- MINNESOTA CUSTOMER.

## TERMS & CONDITIONS

1. WHEN PLACING YOUR ORDER, WE ASSUME ALL 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, AND WILL VOID OUR "GUARANTEED RESERVATION AGREEMENT".
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 FEDEX 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.) ALSO, ANY OTHER FREIGHT CHARGES INCURRED AT DELIVERY TIME WILL BE PAID BY THE CONSIGNEE PRIOR TO DELIVERY.**

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

<b>OFFICE USE ONLY</b>	
DATE ODS RCVD	_____
ENTD MASTER FL	_____
RESP LTR SENT	_____
"S.A." SENT	_____