



Dear Friend,

Now is a great time to be thinking about fundraising for the 2019-2020 year! We are offering a holiday fundraiser for schools, athletic and non-profit groups in Western Washington to help you meet your financial needs during the year.

Poinsettias & Holiday Greens - Available for shipping November 25 to December 6, 2019

Family-owned and operated since 1968, the philosophy of Windmill Gardens has always been "customer service and satisfaction." In the past 20 years we have provided groups like yours with over 100,000 poinsettias and thousands of wreaths.

If you are interested in trying one of our fundraisers for the first time or making it an annual tradition for your club, please follow these easy steps:

- 1.) Visit our website at windmillgarden.com/community-fundraising. There you will fill out your information and receive a welcome packet via email from our new fundraising partner, FarmRaiser.
- 2.) Follow the instructions provided in your welcome packet and upload the Intent to Participate form to reserve a place in our fundraising program. This form is required and will help us plan. This is a no cost, non-binding reservation. Now you are ready to start selling using paper order forms and online with a custom fundraising market!

Our partnership with FarmRaiser will help you organize and automate your fundraisers. You'll receive these great tools for a 5% fee that is included in the suggested retail prices and there is no fee for gift card sales. FarmRaiser will provide:

- A custom online market for selling product via email, Facebook or a mobile app.
- Real-time sales reports and goal tracking with ability to take cash, credit card or check payments.
- Automatic customer receipts, sales reports, distribution day planners.

You will need to provide us with a Washington State Reseller Permit to avoid paying sales tax. For more information regarding the Reseller Permit, contact the Department of Revenue at: 1-800-647-7706 or visit <http://dor.wa.gov/resellerpermit>. You can upload your completed Reseller Permit onto your FarmRaiser account under the "Upload Sales Exemption Certificate" tab. (pictured below)

Upload Sales Exemption Certificate

Manage Campaigns

Edit profile

Logout

If you have any questions about this opportunity for your club or group to sell these beautiful products that your customers will love, email us at windmill_degoede@farmraiser.com or call 571-279-8873.

Sincerely,
The Windmill Gardens Team



Holiday Fundraiser Intent to Participate

I am confirming that we intend to participate in your **Holiday Fundraiser**. This form must be turned in **No later than September 20, 2019** to guarantee participation.
 I also understand that I must submit my **Final Order Form** no later than **November 1, 2019** to guarantee exact quantities and colors.

Please do not start selling until you receive an email back from us confirming we have received your form and that you are authorized to participate.

 Authorized Signature/Printed Name Home Phone

 Cell Phone Work Phone

 Group Name

 Address City Zip

 Date Email Address (please print legibly)

Our group plans on selling the following. We understand that quantities are estimates only:

Item	Yes	No	Estimated Quantity
4" Poinsettia 3+ Bloom			
6" Poinsettia 5+ Bloom			
Classic Door Swag with Bow			
Garland/Poinsettia/Wreath Package			
26" Specialty Wreath w/3 Cones, Berries, and Bow			
24" Mixed Greens Wreath w/3 Cones and Bow			
25' Cedar Garland			
Windmill Garden's Gift Card - \$25			
Windmill Garden's Gift Card - \$50			



2019 HOLIDAY FUNDRAISER PRICE LIST

We have once again tweaked our greens offerings to be more in tune with the current market and to what your customers want. We have a great online tool through the Farmraiser group that will help you manage your campaign! Please see the cover letter for further details.

Items	Unit Cost	100+	500+	Suggested selling price	FR 5% (of retail)	Profit per unit	% Profit
4" Poinsettia 3+ Blooms	\$3.50	\$3.45	\$3.30	\$6	\$0.25	\$2.75	33%
6" Poinsettia 5+ Blooms	\$7.40	\$7.30	\$7.10	\$12	\$0.60	\$4.00	33%
Classic Door Swag with Bow	\$9.25	\$9.00	--	\$15	\$0.75	\$5.00	33%
Garland/Poinsettia/Wreath Package	\$37.75	--	--	\$55.00	\$2.75	\$14.50	25%
24" Mixed Greens Wreath w/3 cones and Bow	\$14.20	--	--	\$22	\$1.10	\$6.70	30%
26" Specialty Wreath w/3 Cones, Berries, and Bow	\$23	--	--	\$36	\$1.75	\$11.75	34%
25' Cedar Garland	\$19.50	--	--	\$25	\$1.25	\$6.75	25%
Windmill Garden's Gift Card \$25	\$15.00	--	--	\$25	--	\$10	40%
Windmill Garden's Gift Card \$50	\$30.00	--	--	\$50	--	\$20	40%

*Quantity breaks are by item and cannot be combined!

The FarmRaiser 5% fee is already included in the suggested retail prices and there is no fee for gift card sales.

Fundraiser Tips

1. The 6 inch Poinsettia and the 24" Mixed Greens Wreath are the most popular items.
2. Give each member of your group a target amount to sell. Have them register online so they can track their sales and share their personal online markets with friends and family.
3. Start Selling Early and give yourself plenty of time before the Final Order deadline to get orders finalized.
 - **You must complete the Intent to Participate form and upload/email to us no later than 9/20/19.**
 - Shipping will take place starting the week of **11/25/19 through 12/6/19**. We will do our best to accommodate your first requested delivery date. Shipping will be contingent upon availability of space on our delivery trucks, as it will be first-requested, first-served. **Minimum order for delivery is \$500.**
A single pickup at our location is welcomed.
 - **Your Final Orders must be recorded in our online system no later than 11/1/19 to guarantee quantities and selection.**
 - All Poinsettias, Greens & Gift cards are delivered to one drop off site. There are specific delivery instructions that must be followed and will be discussed with you later.
 - Please email us at windmill_degoede@farmraiser.com or call us at 571-279-8873 with any questions.

*Prices listed are subject to change and do not include sales tax. You will be charged sales tax for your city unless you provide us with a WA State Reseller Permit. Please upload a copy of your reseller permit onto your FarmRaiser account.



Holiday Fundraiser Final Order Form

Please fill out this form and return by **11-1-19**. This will be your final order count. **If this form is not received, your order will not be processed.** Once we have received this form, we will email you an invoice within 2-3 days. Please submit your 50% deposit at that time. Return this form via fax (253) 863-0869 or email: anna@WindmillGarden.com

Group Name: _____ **Email:** _____

Contact: _____ **Phone:** _____

Ship to Address: _____

Shipping Dates and Hours: 11/25/19 to 12/6/19 Monday - Friday 7:00am - 4:00pm.

***NOTE: Minimum order for delivery is \$500. A single pickup at our location is welcomed.**

Ship Date Requested: _____ **Time Frame Requested:** _____
 (At least a 2 hour window)

Alternate Ship Date: _____ **Alternate Time Frame:** _____
 (Please note: this will not be guaranteed. Windmill Gardens will confirm the ship date and time with you before delivery.)

***NOTE: delivery location must be 55 degrees or higher. Poinsettias are a tropical plant.**

Delivery instructions (if any): _____

Poinsettia	Red	Pink	White	Glitter	Total
4"					
6"					

Holiday Greens	Total
Classic Door Swag w/Bow	
Garland/Poinsettia/Wreath Package	
24" Mixed Greens Wreath w/3 Cones & Bow	
26" Specialty Wreath w/3 Cones, Berries, & Bow	
25' Fresh Cedar Garland	

You will be charged sales tax for your city unless you provide us with a Washington State Reseller Permit. **Please fax a copy of the permit for tax exemption to (253) 863-0869, Attn: Anna or email anna@windmillgarden.com**

For more information regarding the Reseller Permit, contact the Department of Revenue at:
1-800-647-7706 or visit www.dor.wa.gov/resellerpermit

2019 Poinsettia & Holiday Greens Order Form



Seller's Name: _____

Organization Name: _____



Poinsettia Red	
4" Order Quantity	
6" Order Quantity	



Poinsettia Pink	
4" Order Quantity	
6" Order Quantity	



Poinsettia White	
4" Order Quantity	
6" Order Quantity	



Poinsettia Glitter (Bicolor)	
4" Order Quantity	
6" Order Quantity	



Classic Door Swag with Bow	
Cost	\$
Order Qty	



24" Mixed Greens Wreath with w/3 Cones and Bow	
Cost	\$
Order Qty	



26" Specialty Wreath w/3 Cones, Berries, and Bow (Bow style will vary)	
Cost	\$
Order Qty	



25' Fresh Cedar Garland	
Cost	\$
Order Qty	

Garland/Poinsettia/Wreath Package	
Cost	\$
Order Qty	



Holiday Greens Fundraising Order Form

Seller's Name: _____

Organization: _____

	Name	Address	Phone	Quantity	Item	Amount Due	Amount Paid
1	Jane Doe	123 Cedar Ave	253-123-4567	1	Door swag	\$15	\$15
2							
3							
4							
5							
6							
7							
8							
9							
10							
					Total		

Poinsettia Fundraising Order Form

Seller's Name: _____

Organization: _____

	Customer's Name	Address	Phone	Qty	Color	Size	Amount Due	Amount Paid
1	John Doe	123 Cedar Road	253-123-4567	1	Pink	6"	\$12	\$12
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL								

POINSETTIA CARE INFORMATION

Thank you for participating in the Holiday Fundraiser! We would like to take the time to point out a few key care tips for maximizing your positive experience.

Un-sleeve the plant immediately upon receiving and water thoroughly (if needed). To un-sleeve, carefully pull down evenly on both sides of the sleeve from the bottom of the pot. Water as needed when soil surface is dry to the touch. Do not let water stand in saucer or pot cover. Place in a bright/sunny location. Ideal temperatures are 50-70 F. Avoid sudden temperature changes or drafts. Do not place your poinsettia on TV or any other appliance that produces a large amount of heat.

If properly taken care of, your poinsettia will last indefinitely. Happy Holidays and enjoy your poinsettia!!!

PLEASE NOTE, WHEN TRANSPORTING YOUR POINSETTIA DO NOT EXPOSE IT TO ANY DRASTIC TEMPERATURE CHANGES (I.E. IN THE BACK OF AN OPEN TRUCK)

WREATH CARE INFORMATION

Your wreaths may come to you bundled in increments of 6's. This is mostly to protect them during the shipping process and due to this process; they may be a little compressed. Once you receive them, give them a good shake and hang them outdoors. They may need to be misted with water to rehydrate. You may need to do this occasionally if you place them somewhere where they are not exposed to the rain. They will last for months in an outdoor location. Enjoy!

Florist Quality
Poinsettias



**These beautiful poinsettias
are grown right in the
Northwest.
Direct from the
nursery to you!**

**Great for gifts or to
Decorate your home.**

Satisfaction guaranteed!

**Choose from
Classic Red,
Pink, White
or Glitter.**

