

WESSELS' FARMS, INC.

Producers of Quality Plant Products

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Poinsettia Fundraising Program Delivery Checklist

Dear Fundraiser Coordinator:

Wessels' Farms hopes that your fundraiser is a successful endeavor. We offer these tips to get you through this hectic period. Your poinsettias will be shipped in a timely manner so be ready! To begin, ensure that:

- ♦ *we have driving directions to your facility*
- ♦ *Wessels' has been provided a contact name and phone number for your group*
- ♦ *we have also been provided with a contact name/number for the day of delivery*

Please note that Wessels' Farms does its best to accommodate delivery requests, however weather and/or traffic conditions will determine actual delivery date. It is essential to have your distribution plan and your volunteers ready, for that date, for the following:

- ♦ *have a designated delivery area (inside, out of the cold weather)*
- ♦ *have a designated sorting area (inside, out of the cold weather)*
- ♦ *allow sufficient time and people on delivery day for receipt of your shipment*

Poinsettias must be kept at 60°F or above; they will not survive damage from extended exposure to cold. When the delivery arrives it is important to get the plants off the truck and inside as quickly as possible. Be sure to store poinsettias in a draft free area before customer pick-up.

Our drivers are instructed to find the designated Order Checker for the location of the inside delivery area. It is essential that the order is checked (that all ordered plants have been received) before removing plants from the boxes or starting the sorting process.

- ♦ *check the shipment in first. Boxed items are checked against the shipping list while the driver is on site. Wessels' Farms will not be responsible for any shortages once our truck has left the delivery point.*
- ♦ *once the shipment is completely checked (boxed items against the piece count on the shipping list) then the sorting of the orders can begin. To make it easy for your volunteers to sort orders; boxes will be marked on the outside with the color and quantities in each box.*

Your order kits included a quantity of "Poinsettia Care Sheets." This care sheet includes information concerning poinsettias and cold weather for your customers. Please distribute these care sheets with the poinsettias.

The following policies apply to all Wessels' Farms Poinsettia Fundraiser Program shipments:

- ♦ *order quantities may have been rounded up to ship full boxes, six (6) plants/box*
- ♦ *all questions should be directed to the office; the driver does not have order information*
- ♦ *Wessels' Farms will not take returns on items*
- ♦ *Wessels' Farms is not responsible for cold damaged plants after receipt of shipment*