



2012 Spring Plant Fundraiser Instructions

- 1) **Communicate your desire to do a Tuttle's Plant fundraiser to us.** We only take a **limited number of fundraiser groups each year** so contact us soon.
- 2) Find the forms and info you need at www.tuttleorchards.com/fundraisers
- 3) If this is your first year, **complete a wholesale application form** and return it via fax or email. This includes your non-profit tax exempt ID #. (Available on Fundraiser's Page of website)
- 4) **Have your group answer the following three questions:**
 - **What plants will we sell?** A list of plants can be found on the Plant Fundraiser Order Form. You do not have to sell everything (it's normally better not to). Choose the items that are best for your group.
 - **What 12" combination baskets** (if any) will we sell? Choose from the 2012 Hanging Basket Catalog. More instructions in the catalog. These are a high profit item for groups. Reserved on a first come first serve basis; one school per combination.
 - **Decide on a delivery or pickup date.** Reserved on a first come first serve basis. Delivery charge is \$25 per box truck load for within 25 miles of the orchard. The minimum order quantity for delivery is \$600.00. Or you may choose to pick up your order during normal business hours for no charge. Delivery times are 8:30, Noon, 4PM Monday-Friday. No weekend deliveries.
- 5) **Confirm your delivery date and basket choices **BEFORE FEBRUARY 12, 2012!****
Do not publish your order form until you have confirmed the above info.
- 6) **Put together an order form to distribute along with a link to our online plant directory at www.tuttleorchards.com/fundraisers** so customers can see pictures of plants and baskets listed on the order form. Groups set their own retail prices; there is a suggested retail on the Plant Fundraiser Order Form. We suggest you make the due date several days before March 16th so you have time to compile any late orders.
- 7) **Place your orders** by March 16 via fax or email. Order forms that are compatible with Excel or Open Office are available. Please ask if you don't have one. Late orders may not be accepted. Orders are filled on first come first serve basis. If there is a shortage of something, preference will be given to orders that are received first. If an item is not available we will substitute it with a comparable plant or basket. **Payment** for 10% of total order is due at time of order to: Tuttle Orchards Inc., 5717 North 300 West, Greenfield, IN 46140. Attn: Tom Roney
- 8) **Meet delivery truck on day of delivery and distribute plants.** Many groups choose to order a few extra flowers to sell the day of the distribution. Recruit some volunteers to help you sort. We suggest you set your delivery time several hours before your pickup time so you will have time to sort the flowers by buyer before they arrive.
- 9) **Payment** for remainder of order is due one week after delivery date.
- 10) **Direct any questions** to Ruth Ann or Luke at 317-326-2278 or info@tuttleorchards.com

Thank you for participating in the 2012 Plant Fundraiser.