

# Malmborg's Poinsettia Fundraiser: How it works

## Setting-up your fundraiser:

- Call to set-up your fundraiser: Van Cooley (763) 242-4343 or Malmborg's office (763) 428-2061 ext 225.
- Set-up your delivery or pick up date as soon as possible, popular dates fill up quickly.

## Selling Poinsettias:

- Set your group's sales price for Poinsettias using the suggested retail prices from the *Group Totals Form*.
- Individual group members use the *Sales Form* to collect Poinsettia orders. Have customers make checks payable to you/your group. For best results collect money from your customer at the time of the order.
- Collect the *Sales Forms* from your group members and enter the totals on the *Group Total Form*. Submit the *Group Total Form* to Malmborg's by fax (763) 428-8408 or email [Malmborgs@geraniumsbygeorge.com](mailto:Malmborgs@geraniumsbygeorge.com).
- We only have a limited number of poinsettias set aside for fundraisers. In order to ensure that your order can be filled, it is strongly advised that you place your order as soon as possible.
- If an item is not available, we will automatically substitute to **RED** and you will be notified of any changes.

## Billing:

- **All orders will require payment at time of delivery unless prior credit terms have been set up.**
- We accept a **single** payment by check, cash or credit card. The driver will need to receive payment before leaving poinsettias.

## Delivery:

- There is a \$250 order minimum for delivery not including the \$60 delivery fee. There is no minimum order for pick up.
- Please examine our packing slip carefully and make certain it correlates with the plants you received;  
**Do not distribute any plants until this has been done.**
- Any discrepancies that may exist should be reconciled within 24 hours of accepting your plants.
- We make every effort to make your delivery at the time requested. Please allow us a 1 hour delivery window. To allow our drivers to stay on time have helpers from your group present to assist in unloading.
- In an effort to keep down your costs and to recycle, we would like to recover our delivery boxes when ever possible.

## Poinsettia Care:

- Poinsettias are sensitive to temperature extremes. Cold temperatures even for a short time will damage a plant.
- Protect your plants and make certain that your customers are aware of the temperature requirements.
- When your customer is picking up their plants at a central location, their cars need to be warm.
- Poinsettias should be distributed as soon as possible and no later than 2 days after receiving them.
- We at Malmborg's make every effort to pull the very best quality plants for fundraiser orders. Should any difficulties arise, your customers can receive a comparable exchange or replacement at our Blaine or Rogers Garden Center at no charge.

You may also visit our website at [www.malmborgsinc.com](http://www.malmborgsinc.com) for pictures and order forms

If you have any questions please don't hesitate to call and ask. We are here to help you be successful.