

# Troop 116 Wreath Sales Information

## Important Dates:

Monday, September 18, 2023 - Wreath Sales communicated at Troop meeting & Wreath Sales start

Monday, October 23, 2023 - Final collection night - All orders and money must be turned in

Friday November 17, 2023 - Wreath Pick-up - Look for information closer to this date regarding pick up details

## IMPORTANT NOTES and INSTRUCTIONS:

### WREATH ORDER FORM

On the back side of this sheet is the "WREATH ORDER FORM" you'll use to transfer all your sales totals to and turn in with all your money. **PLEASE NOTE**, I will **NOT** be collecting any of the order sheets (master order form or sales flyer) you used to take orders. I will **ONLY** accept the form on the back side of this page and any mail-order form(s), so come prepared on collection night.

I only want **ONE** Wreath Order Form, per scout, turned into me with money. It's your responsibility to keep track of all your orders and combine them on one order form.

If you have multiple scouts in your family and want to combine their sales on one form, that is fine with me. Just note that when combining two or more siblings on one order form, you need to let me know how you want the funds distributed in their accounts.

On occasion, we'll get a check from a customer that will not clear the bank due to insufficient funds. To help us track down who sold the item, please write the scout's last name on the memo line of every check you collect. This will allow us to quickly notify you that you may need to hold onto the product(s) from being delivered and/or you need to return the product back to us.

### MAIL-ORDERS

Evergreen Industries has only provided a small number of carbon copy shipping forms, so I have NOT included the actual forms with all the rest of your Wreath sales items. However, I will provide you with a separate order sheet for you to collect all your Mail-Order sales with a copy of the order form on the back side. When you turn in your orders, you'll complete the shipping forms for those items you sold. Make sure you collect all your shipping details from the purchaser and their phone number in case there are questions in regards to their order, if needed.

### MISCELLANEOUS

If you like to set goals for yourself, the average profit per item is around \$6.00. Selling 20 items will put approx. \$120 into your scout account. When you pick up your items, I can provide you with the exact amount that will be deposited into your account.

Additional order forms and flyers can be downloaded and printed from the troop website.

If you have any questions, please email me or give me a call.

Nickie Nielsen

4533 199<sup>th</sup> Ct W

[Nickienielsen@yahoo.com](mailto:Nickienielsen@yahoo.com)

Cell-612-232-8450