

# Instructions for Fruit, Flower and Coffee Sales - Fall 2017

## Dates:

1. Sale begins Wednesday, October 18 and ends Monday night, November 6th.
2. Return all required forms, checks and cash **prior to the beginning of first period** on **Tuesday, November 7<sup>th</sup>** in the manila envelope provided.
3. Fruit delivery date is Tuesday, December 5th.
4. Flower delivery date is Wednesday, December 6th.

## Money:

1. **All money** is due on Tuesday November 7th when manila envelopes are collected **prior to first period**.
2. Please make sure you put your students name in the MEMO area of any check you receive. Make all checks payable to **LRHS Bands Club**.
3. **DONATIONS - 90% WILL GO TO THE STUDENT ACCOUNT 10% WILL GO TO THE BANDS GENERAL FUND**

## Orders:

### **FLOWERS** (delivered to LRHS on WED December 6th for *you* to take to customers)

1. A color flyer showing the flowers available is on the Bands Club website ([www.leesvilleband.org](http://www.leesvilleband.org)) for you to print out to show your customers.
2. Record all flower orders on the "Holiday Plant Sale - Customer Order form". Make sure you include your customer's address and telephone number. Record the customer's check number or cash payment. Keep this order form for your records so you will know whom to deliver to.
3. Summarize all plant sales and record on "Holiday Plant Sale - Summary Sheet". Write your total Plant Sales (dollar amount) on the outside of the manila envelope. Return all cash and checks and "Holiday Plant Sale - Summary Sheet" in the manila envelope.

### **FRUIT - Conventional** (delivered to LRHS on TUE December 5th for *you* to take to customers)

1. All conventional fruit sales should be written on the off-white order form. (Print additional forms from Bands Club website.) Include on that order form customer's address and/or phone number. Record number of boxes purchased and payment.
2. Carefully total orders on form both across and down. **Make a copy of your order form** (and any additional order forms you have printed) to use to make your deliveries. Turn in completed order forms, checks and cash in the manila envelope. Write the total dollar amount from the bottom right corner of the order form on the line for **Conventional-Fruit Sales** on the front of the manila envelope.

### **FRUIT - DoorStep Direct** (Fruit from brochure - LB Groves delivers directly to customers – *Great for Gift Giving!*)

1. Each form can be used for 3 different deliveries. (Print additional forms from Bands Club website.) **PRINT NEATLY** and fill out sender's and recipient's full information. (*Make sure YOUR name is on the form!*)
2. *Cannot be shipped* to Canada, Alaska, Arizona, California, Hawaii or Texas. Also cannot be shipped to PO Box or APO/FPO addresses or any international addresses.
3. Orders are guaranteed to arrive before December 25<sup>th</sup>.
4. Place all white **Door Step Direct** order forms and monies in manila envelope and write total (dollar amount) **Door Step Direct fruit sales** on the outside of the manila envelope.

### **FRUIT – DoorStep Direct Online ordering** (Customer orders and pays online. LBG delivers directly to customers)

Friends and family who live far away can purchase fruit to support you by just going online to [www.doorstepdirect.org](http://www.doorstepdirect.org) and using our group ID NC11218 and **your name** to order. The fruit is shipped directly to the customer. We receive a statement – and the profits are put in your account. There are cards in the folder with this number and instructions how to purchase fruit online. These cards can be given to customers. An email to your friends and family – or a message on Facebook works well too!

### **COFFEE** (delivered to LRHS on TUE December 5th for *you* to take to customers)

1. A description of each coffee is on the back of the white "Coffee Sale" order form.
2. Record all coffee orders on the white "Coffee Sale" order form. Make sure you include your customer's address and telephone number. Record the customer's check number or cash payment. Keep this order form for your records so you will know whom to deliver to.
3. Summarize all coffee sales and record on the "Coffee Sales – Summary Sheet". Write your total coffee sales (dollar amount) on the outside of the manila envelope. Return all cash and checks and the "Coffee sales – Summary Sheet" in the manila envelope.

**ALL MANILA ENVELOPES MUST BE TURNED IN BY EVERY BAND STUDENT INCLUDING THOSE WHO DO NOT HAVE ANY ORDERS ON WEDNESDAY, NOVEMBER 8TH PRIOR TO 1ST PERIOD**

Below is the link for **PARENT/ADULT** volunteers to help on delivery days, Dec 5 & 6  
Students will sign up to help in the band room as we get closer to delivery date.  
<http://www.signupgenius.com/go/5080a4ea5ad2a1-fruit1>

Happy selling!