



MALMBORG'S INC

"GERANIUMS AND MORE BY GEORGE"

20045 COUNTY ROAD 81 BOX 118

ROGERS, MN 55374

www.malmborgsinc.com

Important information when planning your poinsettia fundraiser

This is a **risk-free** fundraising opportunity for your group. Your group pre-sells the poinsettias and you order only what has been sold.

We must have notice of your having a fundraiser no later than **November 4th**. A ship date should be set at this time. Ship dates are secured on a first-come first serve basis.

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. Because poinsettias are planted before we receive any orders, it may be necessary to substitute. We will automatically substitute to RED and you will be notified of any changes.

We at Malmberg'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 Brooklyn Center Garden Center or Rogers Facility at no charge.

Please examine our packing slip carefully and make certain it correlates with the plants you received. 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. Our drivers will get your plants inside a warm area. Please have helpers from your group to move plants to your distribution area. In an effort to keep down your costs and to recycle, we will be recovering our delivery boxes. In the event your group would want to keep the boxes a charge of \$3.00 per box will be added to your invoice.

We will send an Invoice out to the billing address within 2 to 3 days of delivery. Invoices are to be paid in full net 30 days from the day of delivery. We have found it works best for groups to collect money from the customer when they place their order.

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.

To assist your group in their sales efforts I have enclosed a color order form. You may also visit our website at 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.