



Odyssey PTO
Poinsettia and Wreath Fundraiser
ORDER FORM



Orders are due with full payment on Monday, November 14th.
Orders will be distributed during afternoon car line on Friday, December 2nd.

STUDENT'S INFORMATION

Student's Name:	Phone Number:
Teacher:	Grade:
Email:	

ORDERS

Name	Phone	Small Red Poinsettia \$12 each	Large Red Poinsettia \$18 each	Door Swag \$18 ea	25" Fresh Wreath \$22 each	Mailbox Swag \$24 ea	Voyageur Wreath \$26 ea	Itasca Wreath \$26 ea	Qty of Direct Ship Items (forms must be attached)	Total Due	Paid? ✓
Total number of each item: _____										Total # of items _____	
Cost Per Item: x \$12 ea x \$18 ea x \$18 ea x \$22 ea x \$24 ea x \$26 ea x \$26 ea x \$33 ea										Total Due: _____	
Total due for each item: _____											

Return orders with full payment on Monday, November 14th! Checks can be made payable to Odyssey PTO. Do not collect sales tax!
Questions? Contact Jennifer Petrino at 678.423.0178 or petrino3@gmail.com



Odyssey PTO Poinsettia & Fresh Wreath Fundraiser

Get in the holiday spirit with beautiful poinsettias and fresh balsam wreaths! Whether you plan to decorate your home for the holidays or use them as gifts, these poinsettias and wreaths are sure to be just gorgeous! Coweta Greenhouses will supply the poinsettias and the fresh wreaths will be coming fresh from Minnesota.



INSTRUCTIONS

1. Fill in the student's name, phone number, email address and teacher on the order form on the back of this sheet. Put student's name on each Direct Ship order form as well.
2. The poinsettias are available in RED. The small poinsettia is in a 6" pot and is about 16" tall and 12" wide. The large is in a 10" pot and is about 24" tall and wide. The fresh greenery is guaranteed to be just that, fresh! The Voyageur and Itasca wreaths come individually boxed while the 25" balsam wreath and the door swag come sealed in plastic bags to maintain freshness. The three wreaths can be direct shipped anywhere in the continental US. They will arrive to your loved one in a designer box, complete with a gift card containing a personalized message, if desired.
3. From Monday, Oct 24th to Sunday, Nov 13th, collect orders from your friends, family, coworkers and neighbors for the poinsettias and wreaths. Fill out the order form on the back of this page with the person's name, phone number, and the quantity of each item that they would like. For direct ship items, fill out a direct ship order form but ALSO include direct ship customers on the regular order form (see #4 below for more information about direct ship orders). Note: Students should not go door to door without adult supervision.
4. Use the Direct Ship order form for customers who would like to have wreaths sent directly to their loved ones. Make sure the name and addresses are filled in clearly and completely. Add the customer's phone number so we can call them if there is a problem. Be sure to also include these customers on the regular order form on the back of this sheet so they can be included in your order totals. Extra direct ship order forms can be printed from the PTO page of the school website at <http://www.odysseycharterschool.net/pto.php>. Staple direct ship order forms to the regular order form before turning your orders in on November 14th.
5. Enter the total due for each order in the last column. Collect payment at the time of order. Write checks to Odyssey PTO. Do not collect sales tax.
6. Before turning in your order, calculate the total number of each item ordered and enter those figures at the bottom of each column. Multiply those totals by the cost per item to get the total due for each item. Add the totals due for each item to calculate the Total Due for the entire order and enter that figure into the Total Due box. Calculate the total number of items for the entire order and enter that into the Total # of Items box.
7. **Return order form, all direct ship order forms and full payment sealed in attached envelope by Monday, November 14th.** Copies of order forms will be made and returned to you with your order so you will know to whom you should distribute plants. Orders turned in after 10am on Tuesday, November 15th may not be honored.
8. Plants will be distributed Friday, December 2nd. Distribution will take place from 11am through the end of car pool.
9. If you have any questions, contact Jennifer Petrino at 678.423.0178 or petrhino3@gmail.com.
10. Have a very happy holiday!