

PATTERSON FARM POINSETTIAS ORDER FORM

NAME: _____ EMAIL ADDRESS: _____

PHONE: _____

ADDRESS: _____

CONTACT: _____

PHONE: (DAY) _____ (EVENING) _____

CHECK ONE: DELIVERY (\$30 PER STOP WITHIN 30 MILES, \$2 PER MILE AFTER 30 MILES)
 PICKUP (FREE)

DELIVERY OR PICKUP DATE: _____ DELIVERY OR PICKUP TIME: _____

SPECIAL INSTRUCTIONS: _____

DIRECTIONS: _____

AMOUNT	POT SIZE	COLOR	NUDE	FOIL COLOR	BOW COLOR

Poinsettias

Pot Sizes:

- 6"
- 8"
- 10" Hanging Garden

Poinsettia Colors:

- Red
- White
- Pink
- Candy Cinnamon
- Jingle Bell
- Winter Rose
- Marble
- Ice Punch

Foil Colors:

- Green
- Gold
- Pink
- Silver

Bow Colors:

- Red
- Pink
- White
- Burgundy

For Office Use Only
 _____ Order Form
 _____ Enter in Famous
 _____ Write Famous Order # on Order Form
 _____ Print Delivery Invoice
 _____ Add to Poinsettia Order Spreadsheet

_____ Ship Labels for Order to Update Inventory
 _____ Create Invoice in Square (Use Famous Order #)
 _____ Add Order to Google Calendar
 _____ Send Copy of Order Form, Delivery Invoice and Square Invoice to Green house
 _____ Send Original Order Form and Delivery Invoice to Admin Office

For Greenhouse Use Only
 _____ Flags to Pull Order
 _____ Sticky for paper and bows

_____ Add Order to Calendar
 _____ Call to Set up Delivery Time

