

PATTERSON'S POINSETTIAS ORDER FORM

NAME: _____ EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE: (DAY) _____ (EVENING) _____

CHECK ONE: ☐ DELIVERY (\$30 PER STOP WITHIN 30 MILES, \$2 + PER MILE AFTER 30 MILES. NO DELIVERY BEYOND 60 MILES.)

☐ PICKUP (FREE)

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

SPECIAL INSTRUCTIONS: _____

DIRECTIONS: _____

AMOUNT	POT SIZE	COLOR	NUDE	FOIL COLOR	BOW COLOR	PLASTIC DISHES \$1.00 EA.

Pot Sizes:

6"
8"
10" Hanging Garden

Poinsettia Colors:

Red
White
Pink
Ice Punch
Glitter
Winter Rose
Marble

Poinsettias:

Foil Colors:

Green
Gold
Pink
Silver

Bow Colors:

Red
Pink
White
Burgundy

For Office Use Only

____ Order Form
____ Enter in Famous
____ Write Famous # on Order Form
____ Print Delivery Invoice
____ Add to Poinsettia Order Spreadsheet

____ Ship Labels for Order to Update Inventory
____ Create Invoice in Square using Famous #
____ Add Order to Google Calendar
____ Send Copy of Order Form, Delivery Invoice & Square Invoice to Greenhouse
____ Send Original Order Form

For Greenhouse Use Only

____ Flags to Pull Order
____ Sticky for Paper & Bows

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

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