



STEPS TO SUCCESS

Christmas Tree Sales Materials

The sales packet is available on the Edison Chargers Website (edisonbaseball.com) and has 5 pages:

1. **PRODUCT PAGE**

This provides a visual overview and description of the products players can sell. Players can print one of these in color and use it to show customer what products look like.

2. **DATES/DETAILS**

This page lists the 2 key dates. **November 16, 2017** when the player must turn in all the order forms at the EHS cafeteria. This meeting will take place between 6-8pm.

December 2, 2017 is when people can pick up their trees in the EHS parking lot. This will take place between 7am and 1pm. This page also lists the prices for all items.

3. **ORDER FORM**

Print copies of this form and players will fill out **1 form** for each customer. All information must be completed on the form. PLEASE PRINT LEGIBLY.

Player collects money (check or cash) from each customer and the player keeps this form to turn in on November 16. Make checks payable to: **Edison Baseball**. Staple check to order form. Put cash in and envelope.

4. **LEAVE BEHIND**

This form can be printed and cut into fourths. This is what the player will give to the customer as thank you and date and instructions for pickup on Dec 2, 2017.

5. **STUDENT ORDER RECAP**

When player has completed sales, they need to record each "customer" order on this form. This will serve as a summary recap of total sales products and dollars for the player. Make sure that the total order and the total cash and checks add up to the same total amount.

For the November 16th meeting, player needs to bring:

All of the order forms for sales.

Student Order Recap Form

Paper order forms should be in the same order as they are listed on the Student Order Recap

All money (cash and checks) collected.

NOTES

Please **PRINT LEGIBLY** on the order forms. Many people need to read these forms on pickup day.

Customers can make checks payable to Edison Baseball

Delivery of trees is available for \$15 and there is a place on the form to note this. Include the customer's cross streets. This is a great option for customers because we offer **door step delivery and that saves them from coming to the parking lot and waiting in line on the Saturday pick up.**

All products are fresh cut from Oregon growers and we have customers that return year after year because of the high quality of the products and reasonable prices. We are very proud of our products!

Questions? Please contact Scot Hansen via email at EHSChristmasTrees@yahoo.com