**Tips for Selling/Delivering Poinsettias 2020**

**Before approaching potential customers:**

* **\*\***ALWAYS check the Business Customer List BEFORE approaching a business\*\*
* Be mindful of approaching individuals that may have already been ‘sold to’ or may already be somebody else’s contact.
* Create a list of names/contact info of prospective customers - friends, relatives, neighbors, teachers, coaches, doctors, etc. (\*\**check Business Customer List*).
* When going to businesses that don’t know you, look the part – hair and makeup neat and consider wearing your warm-up uniform.

**When selling:**

* \*\*ALWAYS check the Business Customer List BEFORE approaching a business\*\*
* Keep extra order forms & receipts in your car AND your parent’s car so always prepared to make a sale.
* When approaching individuals, inquire if their place of work might be interested.
* Be mindful of selling to individuals who live far away, unless it’s a large order, as delivery will be too difficult.
* When using mass e-mail to sell to friends and family, be sure to only BLIND COPY your mailing list, as a courtesy to everyone on the list
* Utilize social media where appropriate but, again, be careful of reaching out too far and getting locked into a bunch of small orders that are too far away for reasonable delivery.

**When taking payment from a customer:**

* Get checks, rather than cash when possible – much easier to deal with.
* Customers can pay with Venmo or Paypal, but you will need to write a check to AHS for that amount
* \*\*Ensure checks are dated within appropriate selling period (9/7-9/20 OR 10/5-10/18)
* Important to document payment amount and type (check or cash) on your Order Form.

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**Pick-up & Delivery - Fri, December 4th**

* Before pick-up, gather boxes, laundry baskets, plastic bins, etc to secure plants during transport (plants are delicate and can’t be replaced if broken during transport.)
* Before pick-up, have Thank You notes ready to be delivered with plants.
* If you sold a lot, consider asking friends/family with large vehicles to help you load and deliver.
* Delivery takes time. Consider in advance how to group/load orders for delivery, preferably customers close together for efficient delivery.
* Contact customers in advance to remind them to expect delivery.
* DELIVER PLANTS ASAPto reduce risk of damage AND so they look fresh for customers!!
* DO NOT leave plants on customer’s doorstep unless arranged in advance.
* DO NOT store plants in car, garage, or outdoors. They are tropical and need warmth.