

Tips for Selling/Delivering Poinsettias 2021

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 (9/6-9/19 OR 10/4-10/17)**
- Important to document payment amount and type (check or cash) on your Order Form.

Pick-up & Delivery - Fri, December 3rd

- 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 ASAP to 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.
- If temperature is below 40F, keep plastic wrapping on the plants while exposed to the cold