



# RSYO Poinsettia Sale 2009



Dear RSYO Member,

The annual poinsettia sale is under way! Selling these beautiful plants should be easy, and keeping record of sales should be too! Here is what you do:

- + Use the attached order sheet to take orders. The order sheet is self-explanatory. Make as many photocopies of the order sheet as you need! You keep the order sheet so that you know how to distribute your plants when you get them on November 28th. **Please do not turn order sheets into us.** We will not process orders from the order sheet.
- \* When ALL of your sales are completed, tally up the number of each type of poinsettia that you sell, and enter those numbers in the appropriate boxes on the self-explanatory tally sheet at the bottom of this page.
- + Calculate the amount of cash that you should be submitting by totaling the number of plants and multiplying the total plants by \$9.50. **RSYO members receive \$3.50 profit on each plant sold.**
- \* Detach the completed tally sheet – **DON'T FORGET TO LEGIBLY PUT YOUR NAME ON IT OR YOU WON'T GET CREDIT FOR THE SALES** – and put the tally sheet and the correct total of collected cash in a sealed envelope.
- + Submit the sealed envelope to Annslie Shipley by the morning of November 7th. **WE CANNOT ACCEPT ORDERS AFTER THE November 7<sup>TH</sup> REHEARSAL.** If you are not going to be at the November 7<sup>th</sup> rehearsal, please hand your order in at an earlier rehearsal or mail your order to us ahead of time to the following address: Annslie Shipley, 106 Village Green Dr., Gilbertsville, PA 19525.

If you have any questions, please e-mail Annslie Shipley: sawdust106@comcast.net

**FLOWERS MUST BE PICKED UP AT THE November 28<sup>th</sup> REHEARSAL**

Detach tally sheet by cutting on the dotted line.

---

## POINSETTIA TALLY SHEET

Student Name: \_\_\_\_\_

Total # of Red	Total # of White	Total # of Pink	Total # of Marble	Total # of Jingle Bell	Total Plants Ordered
ENTER TOTAL CASH SUBMITTED (TOTAL PLANTS X \$9.50) IN BOX AT RIGHT 					

