

# 2018 PLANT SALE—GROUP ORDER PROCESS

# 1

Assign a person at your company or organization to be the Plant Sale Group Order Coordinator. Email Kayla Kiesey with who that person is and their contact information (kkiesey@bbbs-mv.org).

# 3

The Plant Sale Group Order Coordinator collects all the individual order forms and payments.

- If the total for all orders is \$150 or more, decide on and list **on all forms** the ONE LOCATION you want the order delivered to.
- If the order is less than \$150, select your pick up location on the form then pick up flowers May 5-7 at UnityPoint Trinity (7th & John Deere Rd) or May 5-10 at Northwest Bank Tower in Davenport (100 E. Kimberly at Welcome Way).

# 4

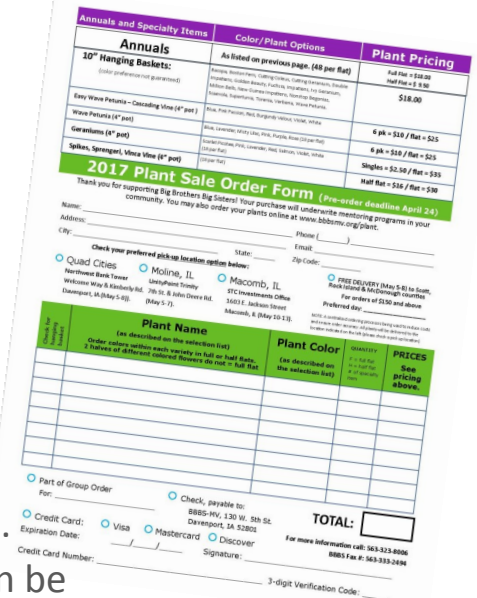
Mail or drop off your order to Kayla Kiesey at Big Brothers Big Sisters, located at 130 West 5th Street, Davenport, IA 52801. If you need BBBS to pick up your orders, please call. *Do not mail if the order contains cash.*

**Group orders must be received at BBBS by Mon., April 23.**

# 2

Each individual at the workplace or in the organization should **complete an individual order form.**

Copies of the form can be downloaded at [www.plantsale.org](http://www.plantsale.org). Each person turns their form into the Plant Sale Group Order Coordinator with their payment (cash, check or credit card) **by Thurs., April 19.**



**2017 Plant Sale Order Form** (Pre-order deadline April 24)

Thank you for supporting Big Brothers Big Sisters! Your purchase will underwrite mentoring programs in your community. You may also order your plants online at [www.bbbsmv.org/plant](http://www.bbbsmv.org/plant).

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Check your preferred pick-up location option below:

Quad Cities  
 Northwest Bank Tower  
 Welcome Way & Kimberly St.  
 Davenport, IA 52801 (May 5-10)

Moline, IL  
 UnityPoint Trinity  
 799 St. John Deere Rd.  
 Davenport, IA 52801 (May 5-7)

Macomb, IL  
 STC Investments Office  
 1601 S. Jackson Street  
 Macomb, IL 61455 (May 5-10)

FREE DELIVERY (May 5-10 to Quad Cities & Macomb) counties. For orders of \$150 and above. Preferred day: \_\_\_\_\_

With an approved representative you may place orders for plants in other counties. Please call for more information.

Plant Name	Plant Color	Quantity	See pricing above.
(as described on the selection list)	(as described on the selection list)		
Order online within each category (in full or half flat - 2 plants of different colors/flowers do not = full flat)			

Part of Group Order For: \_\_\_\_\_

Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Check, payable to: BBBS-MV, 130 W. 5th St. Davenport, IA 52801

Visa  Mastercard  Discover

Credit Card Number: \_\_\_\_\_ Signature: \_\_\_\_\_

TOTAL: \_\_\_\_\_

For more information call: 563-323-8006  
 BBBS Fax #: 563-323-0496

3-digit Verification Code: \_\_\_\_\_

