



# Enrollment Form

## AHNER'S GREENHOUSE

"Growing since 1940"

415 W Hanover – New Baden, IL 62265

Email - fundraising@ahners.net      Phone – 618.588.4215

We are happy that you have chosen Ahner's to supply your fundraiser for your organization.

When buying from Ahner's you are buying directly from the grower!

We have a few guidelines that will help make this simple and easy. Please fill out this form and email back **prior** to the start of your fundraiser.

### **Please Print**

Name of organization: \_\_\_\_\_

Primary contact information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary contact information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Delivery information:**

Delivery address: (where the plants will be delivered)

\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_

Note: (any additional information)

\_\_\_\_\_

Contact Person (who will be responsible /accept delivery):\_\_\_\_\_

Cell # day of delivery:\_\_\_\_\_

**Billing Information**

Name of organization:\_\_\_\_\_

Billing address:\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Sales Tax Number\_\_\_\_\_ (must have a copy on file)

Can email a copy to: [fundraising@ahners.net](mailto:fundraising@ahners.net)

**Order Deadline**

1. Due to the number of fundraisers, please make sure you know the deadline.
2. We are unable to accept late orders.
3. Please submit ONLY the "Orders Total" sheet.

All orders must be emailed to [fundraising@ahners.net](mailto:fundraising@ahners.net)

Prices are subject to change without notice. All items are subject to availability.

Occasionally, an item may need to be subbed with a different plant material, we are dealing with a perishable product. You should have a system in place in which you can refund money to your customers or have other options for the product that they do not receive.

You will receive a confirmation email back with your total due. This will serve as your invoice.

## **Delivery Charge**

There will be a delivery charge per truck.

## **Shipping/Delivery date**

Delivery times: [8:00 am – Noon] \* [10:00 am – 2:00 pm] \* [Noon – 4:00 pm] (Please circle a time)

We deliver Tuesday through Saturday.

\*\*Please understand that deliveries after 10:00 am are dependent on the return of trucks from other deliveries.

\*\* Our driver will call when we have a better estimated time, please have your cell in hand.

\*\*Please do not call or email on the delivery day. Our driver will call you.

We will do our best to accommodate your delivery preference.

We will email you back within 2 weeks after the deadline about your delivery date. We will again contact you 24 hours prior to delivery with a more specific time of delivery. The driver will again call you when he is enroute. We will do our best to keep you updated on the delivery but please be considerate and patient as we try to get all fundraisers delivered as timely as possible according to schedule.

Please have 4-6 people to assist with unloading the truck.

## **Payment**

You will receive an email with your total due. Payment is due upon delivery.

Our goal is to make this a great fundraising process for you.

Thank you!

Ahner's