



## Timeline Checklist

### Rose Bouquet Specifications

- Each box contains 8 grower-direct fresh bouquets.
- Each cello-wrapped Rainbow Bouquet is designed with one dozen (12) 50 cm rose stems, filler, greenery and rose food.

### Shipping Details

- Each box of bouquets is shipped directly to the distribution address of your choice via UPS or FedEx and directed to the attention of the person responsible for ordering and distributing the flower bouquets. Use a physical workplace or residence address anywhere in the USA - someone should be available to accept the box of bouquets! (NO deliveries to P.O. Boxes!)
- Order deadline is April 27<sup>th</sup>, 2010
- 2010 delivery dates can be Wednesday May 5<sup>th</sup>, Thursday May 6<sup>th</sup> or Friday May 7<sup>th</sup>.

### Collect Individual Orders on Workplace Order Forms

- Complete ALL information on the bottom of the Workplace Order Form for each Box of 8 Bouquets.
- Collect payment, count the money and make sure the total collected matches the total due.
- Deposit cash or checks BEFORE placing final order.
- If every bouquet in a box isn't sold, keep selling after the order deadline until you reach your total ordered - also allow for last-minute requests when determining # of Boxes to order!

### Submit Orders

- Choose method of payment for total due:
  - Use a personal or business credit card (Visa or MasterCard)
  - Mail one check to:  
**Floral Logic**  
5600 Avenida Encinas # 23  
Carlsbad, CA 92008
- Place your order (be sure all information at bottom of each form is completed, including ID #
  - Online
  - Scan and email each Workplace Order Form to [info@flowercause.org](mailto:info@flowercause.org), Attn: Fundraiser
  - Fax each Workplace Order Form to 760-931-5959
  - Call Floral Logic at 800-888-3988

### Bouquet Distribution and Care

- Boxes of bouquets will arrive by 10:30 am via FedEx or UPS on delivery date. Immediate distribution is recommended.
- If needed, bouquets can be left overnight in their shipping box. Avoid storing box of bouquets in extreme cold or hot temperatures.
- OPTIONAL CARE: Remove bouquets from box, use clippers to cut bottom of stems about 1/4 inch, place in water and store in a cool, dark area. (Roses will start to open when this method is used.)