

Christmas Tree Sales Steps to Success (2 Files)

PDF file is included for easy printing of all forms.

The Excel file has 6 Tabs and Booster Student Recap sheet has formulas built in that subtracts profit to determine total that should be paid to Edison Baseball at the November 16, 2017 meeting:

1. **PRODUCT PAGE**

This provides a visual overview and description of the products players can sell. Players can print one of these in color and use it to show customer what products look like.

2. **DATES/DETAILS BOOSTERS**

This tab lists the 2 key dates. November 16, 2017 is when the booster must turn in money and all the order forms at the EHS cafeteria. This will take place between 6-8pm.

December 2, 2017 is when people can pick up their trees in the EHS parking lot. This will take place between 7am and 1pm. This tab also lists the prices for all items along with the booster profit for each item.

3. **ORDER FORM ALL**

Print copies of this form and players will fill out **1 form for each customer**. All information must be completed on the form including the name of the booster organization located at the top of the form. Player collects total monies due from each customer and the player keeps this form for booster to turn in on November 16.

4. **LEAVE BEHIND ALL**

This form can be printed and cut into fourths. This is what the player will give to the customer as thank you and date and instructions for pickup on Dec 3.

5. **STUDENT ORDER RECAP**

When player has completed sales, they need to record each "customer" order on this form. This will serve as a summary recap of total sales products and dollars for the player. The excel file has built in calculations

6. **BOOSTER STUDENT ORDER RECAP**

This sheet will serve as the overall recap for every player and every customer in your booster organization. This sheet has the built in calculations of item cost minus your profit to get the total dollars the booster organization owes Baseball.

For the November 16th meeting, Booster needs to bring:

- All of the order forms for individual sales.
- Paper order forms should be in the same order as they are listed on the Student Order Recap
- Student Order Recap (please complete digitally, **bring on flash drive and also a printed copy** for review)
- Booster Student Order Recap (please complete digitally, **bring on flash drive and also a printed copy** for review)
- **You will provide one check payable to Edison Baseball for the total amount.**

NOTES

Please **PRINT LEGIBLY** on **ALL** the order forms. Many people need to read these forms on pickup day.

Double check all calculations and make sure the check you provide baseball matches the total money due.

Your customers can pay cash or make checks payable to your booster organization, not baseball

Delivery of trees is available for \$15 and there is a place on the form to note this. Edison Baseball gets all the delivery fees and is responsible for all paid deliveries.

The trees are beautiful and very high quality! Customers return year after year because of that.

Questions? Please contact Scot Hansen via email at EHSChristmasTrees@yahoo.com