

Northwest Wreath Company
PO Box 1876 – Gresham, OR 97030 (mailing address)
8410 SE Hogan Rd – Gresham, OR 97080
Entrance @ Gate B
503-667-9872 – Fax # 503-630-4533
www.northwestwreathcompany.com

September 1, 2019

Dear Valued Customer,

Hope you all have had a great summer !!! Vacation is over and it's now time to starting thinking about wreath sales again.

Enclosed, please find your new price sheet for 2019. Also enclosed, please find the “**Responsible Party**” form, order form and a color brochure. A **new “Responsible Party”** form must be filled out each year. No orders will be processed until the **R.P.F.** has been received.

Please note: We have moved “AGAIN” !! – see map for directions -

LEAD TIME: A lead time of (7) **working days** (M-F - excluding Thanksgiving) is required. **No exceptions.** Additions to orders will be accepted no later than three days prior to delivery or will call date. Final cut off date for orders will be November 30th, 2019. Final deliveries and will calls will be filled thru December 7TH 2019.

TERMS: **Invoices are due in full 10 days from the date of invoice.** No second party checks will be accepted. Please pay for your order with one (1) check made payable to **NORTHWEST WREATH CO.** Please mail payments to **PO BOX 1876, GRESHAM, OR 97030.** (We no longer accept Visa/Master Card)

LOCAL DELIVERY: On orders of \$3,000.00 or more, we provide, at no charge, a **one time, one destination** courtesy delivery in the Portland, Beaverton, Gresham, Vancouver & Metro areas (we strive for accuracy on your delivery, but if the order should happen to ship incomplete, we will expect you to pick up the balance of your order at our location, as these are all courtesy deliveries). **Please call for a delivery date as soon as possible, as these dates fill up quickly.** **PLEASE NOTE:** You **must** count the items shipped with our driver or will calls, as **what you sign for is what you will be billed for.**

UPS CUSTOMERS: We would be happy to UPS a 22” OD Mixed or W/Holly Wreath or Swag W/Holly directly to your customer. (Please include a gift card w/order telling your customer who the wreath is from)

SHIPPING FEES: \$5.00 Handling Fee + UPS Shipping Fee + \$4.00 Shipping Box Fee

TO OUR OUT OF STATE CUSTOMERS: Please call ASAP for details – Orders must be turned in by November 20th, 2019 – deliveries will start 12/2/19 – delivery fee is \$4.00 per item -

To place orders, please e-mail: **deannrh@yahoo.com** or call (503) 667-9872.

Please visit our website @ **www.northwestwreathcompany.com**

Sincerely,
NORTHWEST WREATH COMPANY