Seasonal Evergreen Company, LLC

PURCHASE ORDER FORM

1965 Logan Manor Drive Suite 100 Reston, Virginia
ph/fx 301-933-4833 info@northstartrees.com

Date:_____

Organization Name: _____

Billing Address: _____

_____

_____

Office Phone#: _____
Office fax#: _____
Office email: _____

Treasurer's Name: _____

Shipping Address: _____

_____

Contact Name:_____

Contact Address:_____

_____

Contact wk#: _____
Contact hm#: _____
Contact mb#: _____

Contact email: _____

Req. Delivery Date / Time:_____

PRODUCT DESCRIPTION	QUANTITY	UNIT PRICE	LESS DISC.	TOTAL

ORDER and deposit DEADLINE IS October1st !

Order Deadlines:

Please submit your order using this form and fax to 301-933-4833. A sales order will be sent via fax or email for your review and final signature. It is very helpful to receive orders as soon as possible. Some items often sell-out, especially the higher quality grades. Orders can be submitted without the deposit, as we understand that checks must be requested from your organization's treasurer. However, all final orders and deposit must be received by Nov 1st to secure and guarantee your order.

Deposit:

A 50% deposit is required to secure all orders, unless other arrangements have been made.

Delivery Date:

Please be aware that our delivery time slots fill up fast, especially Thursday & Friday afternoon/evening. Scheduling is done on a first come basis on when orders are received.

SIGNATURE:_____