

REMINDER CHECKLIST:

- 1. Ensure the Tally Spreadsheet that was emailed to you is filled out carefully and completely, and your Spreadsheet money amounts match your total sales on the Customer Order Forms.**
- 2. Email your Tally Spreadsheet to Jen Leonard at: shencrewflowers@shencrewadmin.com.**
- 3. Make sure you have enclosed one copy of the 2017 Flower Fundraiser Tally Spreadsheet and one check for the Total Amount Due (including Buyout amount) into the Flower Fundraiser Box at the boathouse by Friday, April 28th .**
- 4. Retain your Customer Order Forms and one copy of your final Tally Spreadsheet for the delivery of flowers.**

YOUR FLOWERS WILL BE AVAILABLE AT R&K NURSERY

1470A Route 9, Clifton Park
(South of the Grooms Road and Route 9 Intersection)
(Watch for Shen Crew Signs)

Pickup is your designated Date and Time noted below. If unable to pick up on your day arrange for a more convenient date with the Flower Manager.

1st Letter of Last Name	R&K Nursery Flower Pickup Dates and Time
All orders above \$550	Wednesday May 17 th 3:30 – 6pm
A - E	Wednesday May 17 th 3:30 – 6pm
F - M	Thursday May 18 th 3:30 – 6pm
N - Z	Wednesday May 19 th 3:30 – 6pm

- 5. Deliver one to two days after pickup to ensure healthy plants.**