

# Seasonal Evergreen Company, LLC

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## PURCHASE ORDER FORM

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Phone#: \_\_\_\_\_

Office fax#: \_\_\_\_\_

Office email: \_\_\_\_\_

Contact wk#: \_\_\_\_\_

Contact hm#: \_\_\_\_\_

Contact mb#: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_  
\_\_\_\_\_

Contact email: \_\_\_\_\_

Req. Delivery Date / Time: \_\_\_\_\_

<u>PRODUCT DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>LESS DISC.</u>	<u>TOTAL</u>

### ORDER AND DEPOSIT DEADLINE IS OCTOBER 15!

**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 deposits must be received by October 15 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: \_\_\_\_\_