

Varner's GREENHOUSE & NURSERY

• 70294 Fir Road • Niles, Michigan 49120

• Phone: (269) 684-3530 • Fax: (269) 684-4924

• Website: www.varnersgreenhouse.com • Email: orders@varnersgreenhouse.com

October 26, 2021

Dear Fundraiser:

It is with great pleasure we are offering our premium Varner's Grown Poinsettias for your fundraiser at wholesale prices again this holiday season.

We offer two Fundraising Programs:

- Direct Sales Program
- Voucher Sales Program

These programs will be explained in detail on the following pages. Some organizations use both programs simultaneously, so that is an option for you.

These wholesale prices are only available to non-profit organizations and businesses who can provide valid documents for our files. If needed, the proper state sales tax exemption forms for Indiana and Michigan are included with this document.

As we get later into the season, we cannot guarantee our Varner's Grown Poinsettias will be available in all colors and sizes, and substitutions may be necessary. We will do our absolute best to supply you with what you have chosen. If we cannot, we will contact you to let you know what options are available to you.

In closing, we want to thank you for your consideration of Varner's as a partner for your fundraising event. We very much value our relationship with you. If you need additional information or have any questions, please feel free to contact us by phone, email, fax, or by visiting our website. All those resources are listed at the top of the page.

Kind regards,

Mary Varner

Mary Varner, Owner

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Direct Sales Program

In a nutshell, all you need to do is choose what you want to sell, how much profit you would like to make, confirm a date of delivery with us and go to work selling.

To ensure a successful fundraising event, please follow these procedures:

1. Call in ASAP to set your delivery date, as the most sought-after dates book quickly. It is best not to have delivery before November 15th, as all colors may not be ready prior to that date. We do not deliver on Sundays.
2. Go to work selling.
3. Return the 2021 Poinsettia Fundraiser Price List and Order Form at least seven (7) days prior to the delivery date.
4. Delivery day. An invoice will be given to you at the time of delivery. If you have not established terms with us, payment will be expected at the time of delivery. Those who have established terms with us will receive an invoice at delivery. This will be the only invoice we provide and from which you should use to pay. No other invoice will be mailed.

For your ease of distribution, we strongly recommend that you limit your sale to two or three sizes and three basic colors of plants; however, we leave this for you to decide. You may also choose the color of foil: red, green, gold or silver. For fundraisers, we limit the foil to one color per size of plant. Churches may foil all plant sizes in one or two colors. The plants may be picked up by you or delivered by us with foil wrap, in sleeves, and in cartons. If you choose to have your order delivered, we will deliver your entire order to one location designated by you. There will be a delivery charge based on the total amount of the sale and the distance traveled; the minimum delivery price is \$40.00. A minimum plant order of \$100.00 is required to qualify for delivery.

At the end of the selling phase of the fundraising event, we ask that you tally the orders you have received in each category and submit them to us using either the Excel spreadsheet or PDF document order form available at our website, or you can request that we email the form to you. The completed order form can be emailed to orders@varnersgreenhouse.com, or faxed to (269) 684-4924, or mailed to or dropped at our office located at 70294 Fir Rd., Niles, MI 49120. Please provide your complete order to us at least seven (7) days before delivery. We will accept small alterations to your order up to three (3) days before delivery; no changes will be accepted after that date.

If you are interested in this program, please call us at (269) 684-3530 for more information and to reserve a date for delivery.

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Voucher Sales Program

This is an overview of the Voucher Program we offer.

You make your own vouchers (subject to Varner's approval). You give the vouchers to your sales teams to sell and request the sales teams to collect the funds from your donors. Your donors then bring the vouchers to Varner's and pick out the items they have purchased from your team. The Voucher Program makes it easy on you because you do not need to handle (or deliver) the plants. Donors like it because they can come into Varner's and pick out the plants they want.

You decide what profit you want to make and the price you sell them at is left up to you. We just ask that you let your donors know that the plants for sale at Varner's will likely be cheaper than what they paid you for their voucher(s) and that the difference is their donation to your organization.

Voucher Program fundraisers need to be approved by Varner's **before** you begin selling vouchers.

1. Contact Varner's to submit your voucher design and give us your contact information. Even if you have sold vouchers with us before, this must be done; current contact information is necessary for all follow-ups.
2. You receive our APPROVAL on your voucher design.
3. SELL and collect funds.
4. Your invoice is sent to you after the expiration date you set, e.g., December 20th.

See the Sample of the Voucher that is attached; it is important to have your organization's name, the item listed that the voucher is good for (one voucher for each item redeemed), start date for redemption, and the expiration date. **Invoices will be sent out after the expiration date, which means all vouchers need to be redeemed before that date.** It is helpful to number your vouchers. Please make your vouchers about the size of a dollar bill. We also suggest that you encourage your donors to redeem their vouchers earlier rather than later to ensure a full selection of products.

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Example voucher:

2021 Voucher from Varner's Greenhouse

#1

Good for: One (1) 6.5-inch Poinsettia

Purchased from: YOUR ORGANIZATION'S NAME

Please remember that this is a donation and the prices at Varner's will be lower.

Start date: _____ **Expires:** December 20, 2021

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Poinsettias Wholesale Price List

2021 Poinsettias Wholesale Price List	
Item	Wholesale Price
4.5-in. Single Plant, 2 to 4 Blooms	\$3.11
6.5-in. Single Plant, 3 to 6 Blooms	\$5.19
7.5-in. Double Plant, 4 to 11 Blooms	\$10.79
8-in. Triple Plant, 8 to 15 Blooms	\$14.15
10-in. Super Triple Plant, 9 to 17 Blooms	\$19.35

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Poinsettia Colors



Jingle Bell



Marble



Pink



Our Famous Red



White

Indiana Department of Revenue
General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of Utilities, Vehicles, Watercraft, or Aircraft.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue. A valid certificate also serves as an exemption certificate for (1) county innkeeper's tax and (2) local food and beverage tax.

Section 1 (print only)

Name of Purchaser: _____

Business Address: _____ City: _____ State: _____ ZIP Code: _____

Purchaser must provide minimum of one ID number below.*

Provide your Indiana Registered Retail Merchant's Certificate TID and LOC Number as shown on your Certificate.

TID Number (10 digits): _____ - LOC Number (3 digits): _____

If not registered with the Indiana DOR, provide your State Tax ID Number from another State
***See instructions on the reverse side if you do not have either number.**

State ID Number: _____ State of Issue: _____

Section 2

Is this a blanket purchase exemption request or a single purchase exemption request? (check one)

Description of items to be purchased: _____

Section 3

Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)

Sales to a retailer, wholesaler, or manufacturer for **resale** only.

Sale of manufacturing machinery, tools, and equipment to be used directly in direct **production**.

Sales to **nonprofit organizations** claiming exemption pursuant to Sales Tax Information Bulletin #10. (May not be used for personal hotel rooms and meals.)

Sales of tangible personal property predominately used (greater than 50 percent) in providing **public transportation** - provide USDOT Number. A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a **school bus operator**, must provide their SSN or FID Number in lieu of a State ID Number in Section 1.

USDOT Number: _____

Sales to persons, occupationally engaged as farmers, to be used directly in production of **agricultural** products for sale.
Note: A farmer not possessing a State Business License Number may enter a FID Number or a SSN in lieu of a State ID Number in Section 1.

Sales to a **contractor** for exempt projects (such as public schools, government, or nonprofits).

Sales to **Indiana Governmental Units** (agencies, cities, towns, municipalities, public schools, and state universities).

Sales to the **United States Federal Government** - show agency name. _____
Note: A U.S. Government agency should enter its Federal Identification Number (FID) in Section 1 in lieu of a State ID Number.

Other - explain. _____

Section 4

I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.

I confirm my understanding that misuse, (*either negligent or intentional*), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.

Signature of Purchaser: _____ Date: _____

Printed Name: _____ Title: _____

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser.
Seller must keep this certificate on file to support exempt sales.

Instructions for Completing Form ST-105

All four sections of the ST-105 must be completed or the exemption is not valid and the seller is responsible for the collection of the Indiana sales tax.

Section 1

- A) This section requires an identification number.** In most cases this number will be an Indiana Department of Revenue issued Taxpayer Identification Number (TID - see note below) used for Indiana sales and/or withholding tax reporting. If the purchaser is from another state and does not possess an Indiana TID Number, a resident state's business license, or State issued ID Number must be provided.
- B) Exceptions** - For a purchaser not possessing either an Indiana TID Number or another State ID Number, the following may be used in lieu of this requirement.
- Federal Government** – place your FID Number in the State ID Number space.
- Farmer** – place your SSN or FID Number in the State ID Number space.
- Public transportation haulers** operating under another motor carrier authority, or with a contract as a school bus operator, must indicate their SSN or FID Number in the State ID Number space.
- Nonprofit Organization** – must show its FID Number in the State ID Number space.

Section 2

- A) Check a box to indicate if this is a single purchase or blanket exemption.
- B) Describe product being purchased.

Section 3

- A) Purchaser must check the reason for exemption.
- B) Purchaser must be able to provide additional information if requested.

Section 4

- A) Purchaser must sign and date the form.
- B) Printed name and title of signer must be shown.

Note: The Indiana Taxpayer Identification Number (TID) is a ten digit number followed by a three digit LOC Number. The TID is also known as the following:

- a) Registered Retail Merchant Certificate
- b) Tax Exempt Identification Number
- c) Sales Tax Identification Number
- d) Withholding Tax Identification Number

The Registered Retail Merchant Certificate issued by the Indiana Department of Revenue shows the TID (10 digits) and the LOC (3 digits) at the top right of the certificate.

Michigan Sales and Use Tax Certificate of Exemption

INSTRUCTIONS: DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records. This certificate is invalid unless all four sections are completed by the purchaser.

SECTION 1: TYPE OF PURCHASE

- A. One-Time Purchase
Order or Invoice Number: _____
- B. Blanket Certificate. Recurring Business Relationship
- C. Blanket Certificate
Expiration Date (maximum of four years): _____

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. All items purchased.
2. Limited to the following items: _____

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1. For Lease. Enter Use Tax Registration Number: _____
2. For Resale at Retail. Enter Sales Tax License Number: _____

The following exemptions DO NOT require the purchaser to provide a number:

3. Agricultural Production. Enter percentage: _____%
4. Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).
5. Contractor (must provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
6. For Resale at Wholesale.
7. Industrial Processing. Enter percentage: _____%
8. Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization.
9. Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994.
10. Rolling Stock purchased by an Interstate Motor Carrier.
11. Qualified Data Center
12. Direct Pay - Authorized to pay use tax on qualified transactions directly to the State of Michigan under Account Number _____.
13. Other (explain): _____

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Business Name		Type of Business (see codes on page 2)
Business Address		City, State, ZIP Code
Business Telephone Number (include area code)		Name (Print or Type)
Signature and Title		Date Signed

Instructions for completing *Michigan Sales and Use Tax Certificate of Exemption (Form 3372)*

Purchasers may use this form to claim exemption from Michigan sales and use tax on qualified transactions. It is the Purchaser's responsibility to ensure the eligibility of the exemption being claimed. All claims are subject to audit. Non-qualified transactions are subject to tax, statutory penalty and interest.

Sellers are required to maintain records, paper or electronic, of completed exemption certificates for a period of four years. Michigan does not issue "tax exempt numbers" and a seller may not rely on a number for substitution of an exemption certificate. Other documentation that sellers in the State of Michigan may accept are the Uniform Sales and Use Tax Certificate approved by the Multistate Tax Commission, the Streamlined Sales and Use Tax Agreement Certificate of Exemption, the same information in another format from the purchaser, or resale or exemption certificates or other written evidence of exemption authorized by another state or country.

SECTION 1:

Place a check in the box that describes how you will use this certificate.

- A) Choose "One-Time Purchase" and include the invoice number this certificate covers.
- B) Choose "Blanket Certificate" if there is a "recurring business relationship." This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.
- C) Choose "Blanket Certificate" and enter the expiration date (maximum four years) when there is a period of more than 12 months between sales transactions.

Print the vendor's name and address in the area provided.

SECTION 2:

Place a check in the box for "All items purchased" or choose "Limited to" and list the items that are covered by the exemption claim.

SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use "Other" and enter the qualifying exemption.

SECTION 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodations	10	Utilities
02	Agricultural	11	Wholesale
03	Construction	12	Advertising, newspaper
04	Manufacturing	13	Non-Profit Hospital
05	Government	14	Non-Profit Educational
06	Rental or leasing	15	Non-Profit 501(c)(3) or 501(c)(4)
07	Retail	16	Qualified Data Center
08	Church	17	Other
09	Transportation		

Print the name of the business, address, city, state and ZIP code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

THE COMPLETED CERTIFICATE MUST BE RETAINED IN YOUR RECORDS IN THE EVENT OF AN AUDIT.

DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.