Varner's GREENHOUSE & NURSERY
• 70294 FIR ROAD • NILES, MICHIGAN 49120
• PHONE: 269-684-3530 • FAX: 269-684-4924
• EMAIL: ORDERS@VARNERSGREENHOUSE.COM • WEBSITE: WWW.VARNERSGREENHOUSE.COM

October 10, 2026

Dear Fundraiser Organizer:

The holiday season is coming soon, so it's time to prepare for your 2026 Poinsettia Fundraiser Campaign with Varner's Greenhouse! We are excited to offer wholesale pricing on our stunning poinsettias in various sizes and colors, so you can set a price that generates strong profits for your fundraising campaign.

Varner's offers two fundraising programs as follows:

- The Direct Sales Program
- The Voucher Sales Program

The following pages provide a more detailed explanation of these programs. Some organizations use both programs simultaneously, which is an option for you.

This special pricing is available to non-profit organizations, churches, schools, institutions, groups, leagues, and businesses that can provide documentation of their organizational status. If you are eligible to claim sales tax exemption, the proper state sales tax exemption forms for Indiana and Michigan are included with this document to be completed by you.

As we approach the end of the season, we cannot guarantee that all products will be available in all colors and sizes listed on the order forms. Substitutions may become necessary. We will do our best to supply you with what you have ordered. If we cannot, we will contact you to inform you of the available options.

We appreciate your consideration of Varner's as your holiday season fundraising partner and value our relationship with you. If you need additional information or have questions, please contact us by phone, email, fax, or visit our website. All those resources are listed at the top of the page.

Kind regards,

Team Varner

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Direct Sales Program

Program Overview:

The Direct Sales Program works by having your sales team take orders from donors. The orders are turned in to the Fundraiser Organizer. The Fundraiser Organizer compiles the orders, completes the VGH 2026 Poinsettia Fundraiser Order Form, and sends it to Varner's to fill the order. You can pick up your order at the greenhouse, or we can deliver it to a central location, where the poinsettias will be unloaded for distribution to your donors by your sales team/volunteers.

NOTE: For ease of distribution, we strongly recommend limiting your sale to two or three sizes and colors; however, you are free to choose any number of sizes and colors. You may also choose from the following Pot Cover colors: red, green, gold, or silver. For fundraisers, we limit the foil to one color per plant size. Churches may cover all plant sizes in one or two colors. When you pick up the plants, or we deliver them, they will include pot covers and protective plastic sleeves and come in cardboard boxes.

Organizational Requirements:

- Approval of your organization by Varner's management.
- A minimum order of $300.00 is required to qualify for wholesale pricing (churches are exempt).
- If claiming sales tax exemption, a Michigan 3372 or Indiana ST-105 Form must be on file. Please get in touch with our office if you need either form.

Direct Sales Program Continued on the Next Page ➔

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Program Process:

1. Contact us ASAP to set your delivery or pick-up date, as the most sought-after dates book quickly. (Please note that we don't deliver on Sundays.)
2. Decide how much profit you want to make and set your price. Your profit is the difference between your selling price and our wholesale price.
3. Create an order form for your organization that your sales team can use to take orders.
4. Next, sell, sell, sell!
5. At the end of the selling phase of your fundraising event, we ask that you tally your sales team's orders and complete the VGH 2026 Poinsettia Fundraiser Order Form and send it to us no later than ten (10) days before your scheduled delivery or pickup date. The Poinsettia Fundraiser Order Form is available in both Excel (with auto calculations) and PDF formats and can be downloaded from our website or emailed upon request. You can email the completed order form to orders@varnersgreenhouse.com, fax it to (269) 684-4924, or mail or drop it off at our office at 70294 Fir Rd., Niles, MI 49120. We will accept minor alterations to your order up to three (3) days before delivery or pickup.
6. You will be given an invoice on your delivery or pickup day. If you have not established terms with us, payment will be expected at that time. For those who have established terms with us, you will receive an invoice upon delivery. Please pay from that invoice.

Delivery Requirements and Service Fees:

- A minimum order may be required depending on distance and other factors. We determine this on a case-by-case basis.
- **IMPORTANT:** If you choose delivery, you will need volunteers from your organization at the location when we arrive with the delivery to assist in unloading the truck we send. We will deliver your entire order to the location you designated.
- A delivery service fee will be based on the distance and the number of trucks needed. The minimum fee is $40.00. Contact our office to receive a quote for your location.

If you are interested in the Direct Sales Program, please get in touch with us for more information and reserve a delivery or pick-up date.

Voucher Sales Program on the Next Page ➔

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Voucher Sales Program

Program Overview:

The Voucher Sales Program makes it easy because you don't need to handle or deliver the plants. You create vouchers and distribute them to your sales team, who will then sell them to donors at a set price. Many donors like vouchers because they can visit Varner's Greenhouse and select the plants they like best.

Organizational Requirements:

- Approval of your organization and voucher by Varner's management.
- A minimum order of $500.00 is required to qualify for fundraiser wholesale pricing.
- If claiming sales tax exemption, a Michigan 3372 or Indiana ST-105 Form must be on file.

Program Process:

1. Decide how much profit you want to make and set your price. Your profit is the difference between your selling price and our wholesale price.
2. You create your voucher proofs with a start date no earlier than November 15, 2026, and an expiration date no later than December 20, 2026, and submit them to Varner's for approval (example included in this document for your reference).
3. After Varner's approval, give the vouchers to your sales teams to sell to your donors. Your sales team members will collect the funds from your donors and hand them over to the fundraiser organizer(s).
4. Your donors bring the vouchers they purchased from your sales team to Varner's Greenhouse and pick out the items referenced on the voucher.
5. Your donor will take the vouchers and selected products to one of our cashiers, who will collect the vouchers.
6. After the voucher's expiration date, Varner's will tally the vouchers and send an invoice for the number of each product represented on the vouchers.
7. Prompt payment of your invoice is much appreciated.

If you are interested in the Voucher Sales Program, please don't hesitate to contact us for more information or to initiate the process.

Sample Voucher on Next Page ➔

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Sample Voucher:

2026 Voucher – Redeem at Varner's Greenhouse

Located at 70294 Fir Rd., Niles, MI 49120

#1 of 500

Redeemable for: One (1) 6.5-inch Poinsettia

Purchased from: YOUR ORGANIZATION'S NAME

PLEASE BE AWARE THAT THIS IS A DONATION, AND PRICES AT VARNER'S WILL BE LOWER

NO SUBSTITUTIONS ARE PERMITTED WITHOUT VARNER'S MANAGEMENT APPROVAL

Start date: November 15, 2026 Expires: December 20, 2026

Guidelines for Voucher Creation:

- The voucher size should be about the size of a dollar bill.
- It is recommended that you have a numbering system.
- Only one voucher for a single redeemed item is allowed.
- Other information that should be included in the voucher:
  - Description of redeemable item
  - Your organization's name
  - The start and the expiration dates of the event.

One last note: we suggest you encourage your donors to redeem their vouchers earlier rather than later (within the designated timeframe indicated on the voucher) to ensure a complete selection of products and total satisfaction.

Poinsettias Color Samples on Next Page ➔

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POINSETTIA COLOR SAMPLES



Jingle Bell



Marble



Pink



Red



White

Poinsettias Wholesale Price List on Next Page ➔

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Poinsettias Wholesale Price List

2026 Poinsettias Wholesale Price List	
	Wholesale Price
4.5-in. Single Plant, 2 to 4 Blooms	$3.99
6.5-in. Single Plant, 3 to 6 Blooms	$6.63
7.5 in. Double Plant, 4 to 11 Blooms	$12.32
8-in. Triple Plant, 8 to 15 Blooms	$16.63
10-in. Super Triple Plant, 9 to 17 Blooms	$22.94

Form ST-105
State Form 49065
(R5 / 6-17)

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 then 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.

Reset Form

Michigan Department of Treasury
3372 (Rev. 02-25)

Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

SECTION 1: TYPE OF PURCHASE Check one of the following:

☐ 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 completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller'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. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number:_____
2. ☐ For Resale at Retail. Enter Sales Tax License Number: _____
3. ☐ Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: _____

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

4. ☐ Agricultural Production. Enter percentage: _____%
5. ☐ Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)
6. ☐ Contractor (provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
7. ☐ For Resale at Wholesale.
8. ☐ Industrial Processing. Enter percentage: _____%
9. ☐ Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.
10. ☐ Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).
11. ☐ Rolling Stock purchased by an Interstate Motor Carrier.
12. ☐ 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	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. All fields must be completed; however, if provided to the purchaser in electronic format, a signature is not required. All claims are subject to audit. The purchaser must ensure eligibility of the exemption claimed; a purchaser who improperly claims an exemption is liable for tax, penalty, and interest, with limited exceptions.

Sellers: Michigan does not issue “tax exempt numbers” and a seller is not permitted to rely on a number in lieu of a valid exemption claim. Sellers are required to maintain proper records of exempt sales, including exemption forms or the same information in another format. Records may be kept electronically. If the exemption certificate is received in electronic format, a signature is not required. A seller who does not comply with these requirements may be liable for tax, penalty, and interest. See Revenue Administrative Bulletin 2024-11 for more information. All claims are subject to audit.

SECTION 1:

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. Parties do not need to renew this blanket exemption claim as long as the recurring business relationship exists.

C) Choose “Blanket Certificate” and enter the expiration date (maximum four years) when there may be a period of more than 12 months between sales transactions. This option is best when purchaser and seller anticipate more than one exempt transaction before the expiration date but do not have or may not maintain a recurring business relationship.

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:

Check the box that applies and, if applicable, provide the required information. The exemptions listed are the most common. If the exemption you are claiming is not listed, check “Other” and enter the qualifying exemption.

SECTION 4:

Purchaser must complete Section 4. A signature is only required if a paper form is used; in that case, the purchaser should sign and provide their title (for example, Purchasing Manager, President, Owner). For Type of Business, enter the number from the following list that best describes the purchaser’s business.

01	Accommodations
02	Agricultural
03	Construction
04	Manufacturing
05	Government
06	Rental or leasing
07	Retail
08	Church
09	Transportation
10	Utilities
11	Wholesale
12	Advertising, newspaper
13	Non-Profit Hospital
14	Non-Profit Educational
15	Non-Profit501(c)(3), 501(c)(4), or 501(c)(19)
16	Other (enter code and write in business type)