



Central Wisconsin Evergreens

N2160 State Road 17, Merrill, WI 54452

715-536-3800

www.CentralWisconsinEvergreens.com

Request for Purchase Order:

Thank you for your interest in purchasing Christmas Trees from Central Wisconsin Evergreens! Please fill out this form to place an order with us. Include the quantity of each size and species you need. (We plan on fulfilling your complete order, so please do not request tree quantities you will later decline.)

Order Details:

Please specify the types, sizes, and quantities of trees you wish to purchase. Our price sheet is on our website protected by a Passcode. **Website Price Sheet Passcode:** cwetree

	CHRISTMAS HIGH GRADE						
	4'5'	5'6'	6'7'	7'8'	8'9'	9'10'	10'12'
BALSAM FIR							
CANAAN FIR							
FRASER FIR	X						
WHITE PINE							
COLORADO SPRUCE						X	X
BLACK HILLS SPRUCE						X	X
SCOTCH PINE							

	LARGE TREES				
	12'14'	14'16'	16'18'	18'20'	20'+
BALSAM FIR					

	CHRISTMAS COMMERCIAL GRADE			
	3'6'	6'8'	8'10'	10'12'
BALSAM FIR				
FRASER FIR				

X = NO AVAILABLE TREES IN THIS SIZE/TYPE

Order Deadlines:

We kindly request that you submit your **Purchase Order to us by August 21st**. Orders submitted after August 21st may face limitations in availability or delays in processing. **NOTE:** We plan on fulfilling your complete order, so please do not request tree quantities you will later decline as that may hamper your account with Central Wisconsin Evergreens.

Notification Deadlines:

- 1) After your order has been placed you will receive an acknowledgement of the order. You will receive a Sales Order for confirmation of what we will be sending **by September 11th**. At that time we will notify you if we are unable to fulfill any part of your order, but as stated above, we are working hard to fulfill your complete order.
- 2) Then you will receive an invoice for your entire order, showing **15% of your overall order** as a deposit due amount. This deposit needs to be paid **by October 15th**.

Shipping & Handling:

Shipping will be arranged and pre-paid by Central Wisconsin Evergreens. The shipping total will be added as a separate line item on your Final Invoice that will be emailed to you as your order leaves our yard. The shipping total will be determined by the carrier based on delivery location and order size.

Please specify what delivery date you'd prefer, along with any special instructions we should be aware of: _____

Payment Terms:

Payment for your Final Invoice is due by December 15th. All invoices can be paid by either bank transfer or check.

Disclaimer:

Central Wisconsin Evergreens shall not be liable to furnish trees as a result of an "act of God" or labor shortage during harvest season.

Any lawsuit that may result between our companies or personnel will be held in Lincoln County, WI.

This order is subject to the terms and conditions set forth above and subject to acceptance by Central Wisconsin Evergreens. Adjustments will be considered if recorded in writing within 48 hours of actual receipt of goods.

Confirmation and Signature:

Please confirm the information provided above by signing and emailing the completed form back to us at: cwetree@hotmail.com

Authorized Signature: _____

Date: _____

Print Name: _____