

FRIENDS & FAMILY PROGRAM

STEP BY STEP GUIDE

Please call the office at 1 (800) 284-3048 to discuss further and set-up your group. This is one more way for Evergreen to maximize your profits and minimize your groups efforts!!!



STEP 1

Create an email that describes what your group is trying to raise funds for and what individuals will benefit from the funds raised. In this email, it will be imperative that your group's customer code is referenced.

STEP 2

Once your email is created, have your members use their contact list to send out this email that describes what your raising funds for and where they are being directed - <https://www.evergreenindustries.com/friends-and-family/>

STEP 3

Once the customer/contact visits our website, they will click on the Friends & Family tab. They will then be prompted to enter the customer code. Now they will be able to choose the item/items that will support your groups fundraising efforts.

STEP 4

The customer will choose the item/items and fill out the "ship to" instructions as well as the "bill to" instructions.

STEP 5

The customer will pay with a credit card and will be charged accordingly to the order. Within the cost of each product is a predetermined profit of \$10 for your group. Evergreen will collect this and show your group a detailed report of items ordered and profits totaled.

STEP 6

Items purchased will be shipped out from our facility between Thanksgiving and the first week of December for delivery by mid-December for Christmas enjoyment.

STEP 7

Once all orders are totaled, Evergreen will provide a detailed report with payment for items ordered by mid-January.