

1997 TREE SALE
POLICIES AND PROCEDURES

Opening Trailer.

The key is in a small magnetized box under the tongue of the trailer. After opening door, please replace the key in the box and replace box under the trailer tongue *immediately*. Call Nancy, Wayne or Kathy if you have a problem.

Unwrapping trees.

Please try to remove the Snokist identifying ribbons from the trees if possible (to avoid confusing the customers). Please make note of any trees which are of unsatisfactory quality. A list of "reject" characteristics will be posted in the trailer - examples include multiple stems, large holes or gaps in the tree, and severe loss of needles. Dan Davidson has made a measuring stick for categorizing trees:

Short (under about 6') = pink tag

Medium (about 6'-8') = no tag

Tall (over 8') = green tag

Prices.

Tree prices are same as last year: \$25, \$30 and \$35. Includes sales tax. Other

items: Tree stands - \$25
 Wreaths - \$10
 Wreath hangers and tree bags - \$2

Selling.

We have twine available for those who forgot to bring some.

If we don't cut the stump on the lot, be sure to remind them to do it at home. Ask them to sign guest book if not paying by check (and the lot is not too crowded).

Give all customers a smoke detector brochure and encourage them to be safe in handling their Christmas tree.

Banking.

First person on first shift picks up "bank" at Maine Bank & Trust.

When making out deposit slips, be sure carbon is in place. List all checks in sequence by amount. If more than one page is required, make only one total. Initial or sign deposit slip; be sure it is dated.

If making the final deposit for the day, deposit entire amount. No money should be left in trailer.

On weekends, a deposit should be made when the amount of money on the lot exceeds \$2000.