

Northwest Wreath Company
PO Box 1876 – Gresham, OR 97030 (mail address)
8410 SE Hogan Rd – Gresham, OR 97080
Entrance @ Gate B
503-667-9872
www.northwestwreathcompany.com
e-mail: deeanrh@yahoo.com

September 1, 2025

Dear Valued Customer,

Hope all is well, and you had a great summer!!! Please take a moment to review and reply to this e-mail so we can confirm receipt. We have decided to send our 2025 information packets via this format to streamline. We would be happy to mail a hardcopy @ your request.

See attachments to find the **2025 Price Sheet, Responsible Party Form, Order Form, Map/Directions** and a **Color Brochure**. We no longer offer the color brochures via hard copy. Please request the individual image of any item we offer so your group can create their own unique sales form.

A **new Responsible Party Form** must be filled out each year. All completed forms should be sent to deeanrh@yahoo.com. No orders will be processed until the **R.P.F.** has been received.

LEAD TIME: A lead time of (7) **working days** (M-F - excluding Thanksgiving) is required. Additions will be accepted up to 3 days prior to will call / delivery date. Final cutoff date for receiving orders will be 12/1/2025. Final deliveries and will calls will be filled by 12/5/25. To place orders, please e-mail all forms to deeanrh@yahoo.com. Call 503-667-9872 for any questions or needs you might have.

TERMS: **Invoices are due in full 10 days from order receipt.** No second party checks will be accepted. Please pay for your order with one (1) check made payable to **NORTHWEST WREATH CO.** Please mail payments to **PO BOX 1876, GRESHAM, OR 97030.** (We do not accept Visa/Master Card)

LOCAL DELIVERY: On orders of \$3,000.00 or more, we provide, at no charge, a **one time, one destination** courtesy delivery in the Portland, Beaverton, Gresham, Vancouver & Metro areas (we strive for accuracy on your delivery, but if the order should happen to ship incomplete, we will expect you to pick up the balance of your order at our location, as these are all courtesy deliveries).

PLEASE NOTE: You **must** count your order as it is being delivered or picked up with our team, as **what you sign for is what you will be billed for**. Have your invoice in hand so you can count along.

UPS CUSTOMERS: We would be happy to ship a 22" OD Mixed or W/Holly Wreath or Swag W/Holly directly to your customer. (Please include a gift card w/order indicating to your customer who the wreath is from)

UPS SHIPPING FEES: \$5.00 Handling Fee + UPS Shipping Fee + 5.00 Shipping Box Fee

Sincerely,

NORTHWEST WREATH COMPANY