

**Susan B. Anthony Project**  
SAFETY • HEALING • GROWTH

179 Water Street  
Torrington, Connecticut 06790  
Phone: 860-489-3798

**Crisis Line: 860-482-7133**



**ORDERS DUE:**  
NOVEMBER 2, 2020

**DELIVERY DATE:**  
NOVEMBER 21, 2020

**Handmade Products**

## **Wreath Friend Information**

***Thank you for being a Wreath Friend. Your help can make a significant difference:***

*If each Wreath Friend sells at least 25 wreath products,  
MINIMALLY you will have raised \$500 in support of victims!*

**This year's fundraiser procedure has been changed to keep you and our staff safe from the Covid-19 pandemic.**

### **Start Date**

You can start selling all wreath products ASAP.

### **Orders**

Please fax or e-mail all wreath orders (forms enclosed) to SBAP no later than **November 2<sup>nd</sup>**. We will need to submit our final order by then to allow ample time for production.

### **Materials**

Enclosed are multiple copies of individual and bulk order forms. **Individual order forms** should be used for multiple, smaller orders with several buyers, like family members or colleagues. **Bulk order forms** may be used for large orders from one buyer, such as a business owner. Be sure to complete all order forms in full with name, address, phone, and product selections. Please make additional copies for your wreath sales should you need more!

### **Pick Up is Curb Side This Year!**

Pick up for all wreath products will be on **Saturday, November 21<sup>st</sup>** at the SBAP office (179 Water Street, Torrington) from 9 AM – 12 PM.

**\*\*NOTE:** When you arrive for pick up, please go directly to the Stop & Shop parking lot which runs along the river directly behind our lot. We will direct 2 or 3 cars at a time to come into the Susan B. Anthony Project parking lot to pick up your wreaths. Someone will confirm your order with you, make any necessary changes or additions, and collect any payments. A team of volunteers will then take your order card and load your wreath products into your vehicle. **We are asking that you do**

**not get out of your vehicle.** If you are dropping off wreath money that day, we ask that it is put into an envelope and sealed. Please write your name and the organization you sold to (if applicable) on the outside of the envelope. We will not be handling money at the pick-up. If you prefer, you can also pay online ahead of time or send checks by mail.

### **Bows**

Each wreath comes with a red bow. However, we encourage you to confirm if your buyers would like a bow with their order. **People frequently prefer not to take a bow and having this information ahead of time will help us cut down on costs.** Please use the column on the order form to indicate if bows are wanted. Large orders of bows will be pre-bagged.

### **Extra Product**

If you need more product than you originally ordered, please call the office. Denise will be able to tell you if it's still possible to order more or if we have extra product to cover your additional order.

### **Money**

Please be prepared to **turn in all money to the office by Friday, December 4th.**

**Thank you & Good Luck!** If you have any questions, please do not hesitate to call Denise at 860-489-3798, ext. 301. You can also reach her by e-mail at [dtorson@sbaproject.org](mailto:dtorson@sbaproject.org) or by fax at 860-482-6268.

### **REMINDER:**

#### **Products & Prices:**

23" Wreath: \$20

28" Wreath: \$35

36" Wreath: \$50

Taper Centerpieces: \$25

Pillar Centerpieces: \$30

Grave Blankets\* (40" x "28): \$50

*\*decorated, pins included*

### **P.S.:**

#### **Additional Pick Up Times:**

Anyone picking up individual orders may also come to the office Monday, November 23<sup>rd</sup> through Wednesday, November 25<sup>th</sup> between the hours of 9 AM – 4 PM. Please ring the buzzer at the back door and a volunteer will come out to help you. **No bulk orders, please!!**

# Thank you!

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