**Contractor/Landscaper Special Order Process & Request**

**Please use this form to submit your order request to our buyer. Email this completed form or drop off at the nursery. If you would prefer to complete the order in Excel, please request a digital version be emailed to you.**

* **We will require a non-refundable 20% deposit of the estimated total which will be applied to the final purchase.**
* **Credit customers will be charged the 20% fee if special order is forfeited/not purchased.**
* **When plants arrive, payment to be made either over the phone or in person (unless you have a credit account with us) prior to receiving plants.**
* **All plants shall be picked up within two weeks of arrival at the nursery.**
* **Once you submit this form, our buyer will be in contact with an estimate.**
* **We will ask you to review and approve orders before we submit them.**
* **Upon pick up, please review plants for quality, type and quantity and sign off before they are released.**

**Today’s Date: \_\_\_\_\_\_\_\_**

**Business Name: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Job Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Existing Venture Out Customer?: Y/N If no, please submit your Business License or Reseller’s Permit**

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| **Plant Name(s) \*\*INCUDE CULTIVAR\*\*** | **Size** | **Qty** | **Date needed** |
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**Please complete the below and submit to orders@ventureoutnursery.com.**

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| **Plant Name(s) \*\*INCUDE CULTIVAR\*\*** | **Size** | **Qty** | **Date needed** |
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**NOTES:**

For Office use only:

Order compiled: \_\_\_\_\_\_

Total Estimate of Order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20% Deposit Received?\_\_\_\_\_ Entered in CP?\_\_\_\_\_\_\_\_\_