

Hello Pumpkin Patch Partners,

As pumpkin season is coming to an end, we want to remind you of a few things.

**We do not send out invoices.**

After you have entered your sales and proofed, it is then time to generate your profit sheet. Please notify us if you prefer the profit sheet by email.

To generate the profit sheet:

- Log in to the website
- Click 'Report Sales'
- Click 'Generate Profit Sheet' (top of page in orange)
- Print page - send in with payment by November 15<sup>th</sup>

(Exceptions may be made if you decided to keep patch open longer than October 31st)

In November, we will send out the Request to Ship form for the 2022 pumpkin season. Remember, we ask for 3-4 requested delivery dates. We also require updated email and cell numbers for at least 2 different contacts. We need more than just the organization phone number.

Keep in mind, loading dates become full. Dates will be accepted in the order they are received. If you have a specific date that you want delivery, it would be wise to request early.

Be sure to get your Patch Appeal entries in by January 15<sup>th</sup>! We are excited to see

what spectacular things you did this season!

Here's to a successful pumpkin season!

The Pumpkin Crew