



## Policies and Procedures

1. ALL CUSTOMERS MUST SIGN IN PRIOR TO ENTERING THE GREENHOUSE.
2. \$100 MINIMUM PURCHASE. Heartland Growers is strictly a wholesale business.
3. COMPANY CHECK OR CREDIT CARD ONLY. We accept MasterCard, Visa & American Express. No **personal checks or cash** are accepted. Terms are only available with pre-established credit through our finance department.
4. GREENHOUSE EMPLOYEES DO NOT HAVE PRICING AND AVAILABILITY INFORMATION. Please speak to our sales staff for this information.
5. CHILDREN UNDER THE AGE OF 12 ARE NOT PERMITTED IN THE GREENHOUSE. This is for their safety due to the amount of business activity in the greenhouse.
6. GROUP SIZE IS LIMITED TO 4. As a wholesale operation, we reserve the right to NOT separate orders and require 1 invoice per visit. No exceptions to this rule.
7. ALL ORDER MUST BE PULLED AND LOADED BY THE PURCHASER.
8. HEARTLAND GROWERS IS A SMOKE FREE ENVIRONMENT. Non-smoking areas include the greenhouse, break rooms, and attached barns or facilities
9. PLEASE MAKE USE OF THE CARTS that is available in the pick-up barn or main corridor.
  - a. For your safety, please wear COVERED heel and CLOSED toe shoes
  - b. Please **do not block doorways or aisles** with your cart
  - c. When using your cart, pull by designated end and be aware of hanging plants and water lines overhead
  - d. Do not remove any plants from another cart unless instructed otherwise. Sleeved plant are designated for shipping and are not available for pick-up
10. FOR A QUICKER AND MORE EFFICIENT CHECKOUT, please keep your cart in an orderly manner. You will be asked to organize your cart at the checkout point; it's much simple to organize as you shop.
11. YOU'RE WELCOME TO OUR FACILITY, but all purchases must be selected from our Customer Showcase, unless specified otherwise.

Thank you for your cooperation and for choosing Heartland Growers  
as your source for quality plants and dedicated service!



## Purchasing Qualifications

**QUALIFIED BUYERS ARE:**

- (A.) Retailers, Wholesalers, or Manufacturers
- (B.) Non-Profit Organizations
- (C.) Landscaper or Nursery Dealer

**You must also provide a copy of your certificate or license. We are unable to accept the license number only; we must have a copy on file.**

**If you are SALES TAX EXEMPT (no sales tax at time of purchase and you will be responsible for filing taxes with your state), you must provide a copy of either your ST-105 General Sales Tax Exemption form or a copy of your 501c3 form.**

Please complete the following information to begin the customer application process. All applications must be signed, dated and requested documentation attached. Purchasing guidelines are located on the previous page with additional terms and conditions to purchasing.

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

Main Purchasing Agent: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Buyers (Max of 4 per Business):

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_