

Read Me First – 2024

Order lots of plants!



1) The **Printable order form** (PDF) is in two columns and two pages. Obviously, we'll accept two sheets. If you can print it on two sides of a single sheet, great!

- a) **Everyone** will need to **send this form in with your check**.
- b) Even if you print 2-sided, be sure to **fill in your name on bottom of the 2nd page**.
- c) Make a copy of your form for your own record before sending it in.
- d) Complete order by sending printed form and check to Char Trine.
- e) Orders are **prioritized by the date check and this form are received**.

2) The optional **Excel order form** is generated from our database. It is a single long column. It will be good for checking your math. If you are able, please fill it out because it avoids errors and simplifies input for Betty. Do NOT print this one; too many pages that we don't want to handle!

- a) If needed, Enable Editing.
- b) Save As "[your Last Name First Initial] 2024 order", e.g. "Long B 2023 order.xlsx"
- c) Type your last name and first name and the quantity of each plant in column immediately to plant's right and **leave that cell**. (Won't tally with cursor still in that cell.) Other cells are protected. It will automatically enter number and amount into the total columns at top right of the page.
- d) Check that your Excel and Printed Sheet jibe: what plants, how many, and total costs.
- e) Email to cgc.plantsale@gmail.com

Order as early as you can. Why? We must order by the case. If only a few plants over a full case, we eliminate those extra plants. Last ordered, first eliminated.

Order deadline is Tuesday, March 12th. Please have your order form and checks in Char's hands by that date at the latest. Do not depend on Post Office after March 5 – either bring to March 8th meeting or deliver in person to Char Trine.

?s Call Betty Long 630-730-5180(c) or Kally Binowski 630-220-1518(c)

Note: Grower may substitute plants, per contract.

For **Special Orders**, add an 8½ x 11 COVER PAGE to your order form. Include your name, phone #, specific plant(s), and number of flats or cases. Must order FULL cases. Our retail prices apply to special orders. Include \$ amount in your check. View possible plants online at Bartelsplants.com.

