

## Read Me First – 2023

*Order lots of plants!*



1) The **Printable order form** (PDF) is in two columns and two pages. 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 2<sup>nd</sup> 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 **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: it's too many pages and we don't want to handle all that paper!

- a) Type 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.) All other cells are protected. It will automatically enter number and amount into the total columns at top right of the page.
- b) Check that your Excel and Printed Sheet jibe: what plants, how many, and total costs.
- c) Save As "[your Last Name First Initial] 2023 order", e.g. "Long B 2023 order.xlsx"
- d) Email to [ccgc.plantsale@gmail.com](mailto:ccgc.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 14<sup>th</sup>.** 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 8 – either bring to March meeting or deliver in person to Char Trine.

**?s** Call Betty Long 630-730-5180(c) or Maureen Livingston 630-817-3727(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](http://Bartelsplants.com).

