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INSTRUCTIONS FOR PLACING AN ORDER

ORDER FORM: The pages that follow are for your reference and provide instructions to fill out the order form, pictured in the image (SEE FIG. 01) to the right, and found on our website under **PLACING ORDERS**.

CATALOG: For information about the tuber varieties you can consult our catalog that looks similar to the image (SEE FIG. 02) on the right.



FIG. 01

STEP ONE: Make Tuber Selections

The order form has a list of all of the tubers we currently offer. If the variety is currently **Out of Stock or Not Available** then **OUT** will appear to the left of that variety's name (SEE FIG. 03).

QTY	NAME	PRICE	TOTALS
OUT	American Dawn	\$ 14.00	
OUT	Amulet	\$ 18.00	
	Anna Cornelia	\$ 12.00	
OUT	Belle of Barmers	\$ 15.00	
3	Berner Oberland	\$ 12.00	36.00
	Blackjack	\$ 16.00	

STEP 01: (points to the QTY column)
STEP 02: (points to the TOTALS column)

FIG. 03



FIG. 02

In the **QTY** column enter the qty of the tubers you want to order to the left of variety name (**Example:** 3 is entered to the left of the variety named **Berner Oberland**)

STEP TWO: Multiply QTY X PRICE

For each variety you are ordering, multiply the QTY ordered by the price for that variety and put the total in the box to the right of the variety name.

BLOCKS OF COLUMNS:

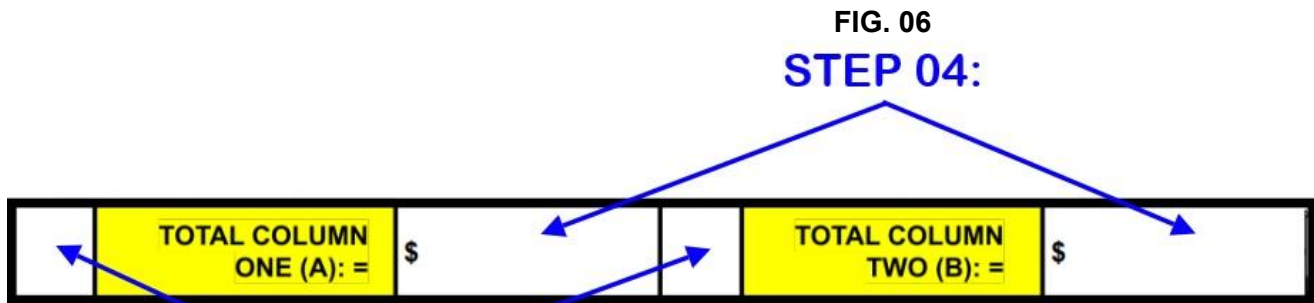
In **FIG. 04** below, you see the headers (QTY, NAME, PRICE, TOTALS) that are found at the top of each block of columns. Block (A) are the columns on the left and (B) are the columns on the right.

COLUMN BLOCK (A)				COLUMN BLOCK (B)			
QTY	NAME	PRICE	TOTALS	QTY	NAME	PRICE	TOTALS
OUT	American Dawn	\$ 14.00			Holly Huston	\$ 15.00	
OUT	Amulet	\$ 18.00			Hollyhill Six in One	\$ 10.00	
	Anna Cornelia	\$ 12.00			Ivanetti	\$ 10.00	
OUT	Belle of Barmera	\$ 15.00			Kelvin Floodlight	\$ 12.00	
	Berner Oberland	\$ 12.00		OUT	Labyrinth	\$ 15.00	
	Blackjack	\$ 16.00		OUT	Mikayla Miranda	\$ 14.00	
	Blizzard	\$ 10.00			Mister Frans	\$ 14.00	
	Blondee	\$ 14.00			My Love	\$ 10.00	

FIG. 04

STEP THREE: Tally Block (A) & (B) Totals for Tuber QTY

At the bottom of the two blocks of columns (A) and (B) there are boxes (**SEE FIG. 05**) where you enter the sum total of the number of tubers from each side (A) and (B). **(NOTE: Adding these together gives you the total number of tubers used to figure shipping in STEP NINE.)**



STEP 03:

FIG. 05

STEP FOUR: Tally Block (A) & (B) Totals for Tuber Cost

At the bottom of the columns there are two boxes **(SEE FIG. 06)** where you enter the sum total cost of the tubers in that column you are ordering. **(NOTE: These two numbers are used in a future step to figure the Grand Total.)**

STEP FIVE: Fill out customer info

At the top right corner of the form is a block where you enter your Name and US Postal address.

(PLEASE NOTE: This is the location that your order will be shipped to. Also, please review our store policies as outlined in the FAQ's on the website and/or in the catalog.)

CUSTOMER ADDRESS		
Name		
Address		
Address		
City,	State	ZIP

STEP 05:
FIG. 06

CALCULATE GRAND TOTAL:

On the order form, underneath the CUSTOMER ADDRESS section that is shown in **FIG. 06** above, there is a section that looks similar to what is shown in **FIG. 07** on the next page. This section has the title “CALCULATE GRAND TOTAL” and is the place that is used to help you calculate the GRAND TOTAL of your order. In steps six through ten, on the pages that follow, we will refer to this “CALCULATE GRAND TOTAL” section.

STEP SIX: Transfer Cost Figures

Verify that your calculations are correct, from **STEP FOUR**, for the total cost of tubers being ordered, for each of the two columns, (A) and (B), and then record those totals on the correct lines.

STEP SEVEN: Calculate Order Total

Now find the sum of those two totals by adding (A) + (B) and write this total on the ORDER TOTAL line. This figure is the total cost of the tubers, not including any required Maine State Sales Tax & Shipping Charges.

CALCULATE GRAND TOTAL	
WE HAVE A \$25 MINIMUM ORDER	
<small>COLUMN TOTALS (A)+(B) = (ORDER TOTAL). IF ORDER IS BEING SHIPPED TO A MAINE ADDRESS THEN DETERMINE SALES TAX BY MULTIPLYING (ORDER TOTAL) X 5.5% = (ST). NOW CALCULATE SHIPPING CHARGES = (S) BY TALLYING TOTAL NUMBER OF TUBERS AND THEN USING THE CHART BELOW. GRAND TOTAL = (ORDER TOTAL) + (SALES TAX) + (SHIPPING CHARGES).</small>	
(A) = COLUMN ONE:	\$ _____
(B) = COLUMN TWO:	\$ _____
(A) + (B) = ORDER TOTAL:	\$ _____
<small>PLEASE NOTE: MAINE REQUIRES THAT WE COLLECT 5.5% MAINE SALES TAX FOR ALL ORDERS THAT ARE SHIPPED TO ADDRESSES WITHIN THE STATE OF MAINE</small>	
(ST) = ORDER TOTAL X 5.5% =	\$ _____
SHIPPING CHARGES	
<small>IF QTY OF TUBERS IS: 01-10 SHIPPING IS \$10.00 11-15 SHIPPING IS \$12.00 16-20 SHIPPING IS \$14.00</small>	
<small>IF QTY OF TUBERS IS OVER 20 THEN SHIPPING IS \$14.00 PLUS \$0.25 EACH PER TUBER OVER 20</small>	
SHIPPING CHARGES:	\$ _____
ALL ORDERS SHIPPED VIA USPS PRIORITY MAIL	
GRAND TOTAL:	\$ _____

FIG. 07

STEP EIGHT: Calculate Sales Tax

If your order is being shipped to any address within the State of Maine then we are required to collect Maine State Sales Tax. To figure the Maine State Sales Tax multiply the ORDER TOTAL, from **STEP SEVEN** times 5.5%. The resulting answer is the total Maine State Sales Tax we must collect for this order and should be recorded on the line provided.

STEP NINE: Calculate Shipping

Find the total number of tubers that you are ordering, referred to in this step as (TT), by adding the QTY columns spoken of, in **STEP THREE**, above. If (TT) totals 01-10 tubers then write \$10.00 on the shipping charges line. If (TT) totals 11-15 tubers then write \$12.00 on the shipping charges line. If (TT) totals 16-20 tubers then write \$14.00 on the shipping charges line. If (TT) is over 20 tubers then write \$14.00 + \$0.25 for each tuber over 20 on the shipping charges line.

STEP TEN: Calculate Grand Total

Now add the ORDER TOTAL (**STEP 07**) + SALES TAX (**STEP 08**) + SHIPPING CHARGES (**STEP 09**) and record this total on the GRAND TOTAL line.

CHOOSE PAYMENT METHOD OPTION:

There are three payment methods to choose from. You can make your payment **IN PERSON** by visiting the farm, with a **CHECK** or with a **CREDIT CARD via Paypal**. At the bottom right side of the order form is a section that looks similar to the image shown below (**FIG. 08**). The instructions below refer to this section of the order form.

IN PERSON: If you choose to pay **IN PERSON** then please **SKIP STEP 11 & STEP 12** and **CALL US** to make plans to visit the farm where you can hand deliver your order form and payment.

CHECK: If you're choosing to pay by **CHECK** then please **Follow the instructions for STEP 11** and **SKIP STEP 12**.

CREDIT CARD VIA PAYPAL: If you're choosing to pay by **CREDIT CARD** then please **Follow the instructions for STEP 12** and **SKIP STEP 11**.

STEP ELEVEN: Pay by Check

If choosing to make your payment with a check then write the check out to **ENDLESS SUMMER FLOWER FARM** and write the check number in the box provided.

STEP TWELVE: Pay by Credit Card

If choosing to make your payment with a credit card then use your mobile devices camera and scan the QR code to be taken to our payments page where you can process your credit card payment, via Paypal.

PAYMENT METHOD	
We accept credit cards with PAYPAL using the Make a Payment link on our website. You can also mail a personal check to this address:	
ENDLESS SUMMER FLOWER FARM P.O. BOX 1225 CAMDEN, MAINE 04843	
PERSONAL CHECK	PAYPAL
CHECK #	PayPal QR Code
MADE PAYABLE TO: ENDLESS SUMMER FLOWER FARM	

FIG. 08

SUBSTITUTIONS AND NOTES:

On the order form, in the bottom left is a section that looks similar to **FIG. 09** below and is referred to in **STEP 13** & **STEP 14** below.

STEP THIRTEEN: Substitutions

Please tell us whether or not you will accept substitutions if we run out of a variety that you have ordered by circling YES or NO.

STEP FOURTEEN: Notes

Feel free to write any notes in the **NOTES** box that has been provided.

IF WE RUN OUT OF YOUR CHOICE WILL YOU ACCEPT SUBSTITUTIONS? (PLEASE CIRCLE EITHER YES OR NO)		YES	NO
NOTES			

FIG. 09

SUBMITTING YOUR ORDER:

STEP FIFTEEN: Getting your order to us

After you finish filling out the order form you need to get that form to us. This can be done by various means:

IF PAYING IN PERSON: If your payment method of choice is IN PERSON then please CALL US FIRST to let us know your coming and then when you visit the farm please bring your completed order form, along with a CHECK or CREDIT CARD and we will process your payment in person while you wait.

IF PAYING BY CHECK: If your payment method of choice is CHECK then please mail your CHECK and completed ORDER FORM to us at the address below.

IF PAYING BY CREDIT CARD VIA PAYPAL: If your payment method of choice is CREDIT CARD VIA PAYPAL then you can submit your payment online and then you can choose to:

1. Mail your completed ORDER FORM to us at the address below, or
2. Use a desktop scanner to scan your completed ORDER FORM and save it as a PDF and then email that file to us at the email address below, or
3. Take a photo of your completed ORDER FORM and then save the photo in either a JPEG, PNG, or PDF file format and then email that photo to us at the email address below

IF MAILING YOUR ORDER FORM:

Please mail your order form to us at:

ENDLESS SUMMER FLOWER FARM

57 EAST FORK ROAD
CAMDEN, MAINE 04843

IF EMAILING YOUR ORDER FORM:

Please email us at:

endlesssummerflowerfarm@gmail.com