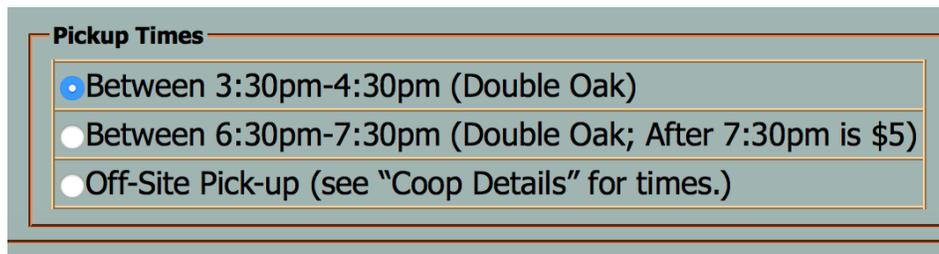


ORDERING

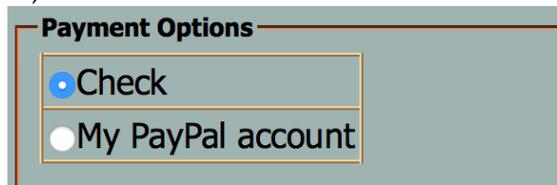
1. Please see the **Coop Schedule** for order deadlines and pick-up dates. If you place an order after the deadline, I charge a \$5 late fee since I will have to contact the farm separately with your late order. **FOR CSA ordering, view the “CSA Details” pdf.**
2. Click **“Products”**. Then click **“Coop Supplies & Locations”**, select any fees required (See “New Member Instructions & Fees”) and your pick-up location if different than Double Oak.
3. **Enter** Quantity next to the items you would like to order. Click **"Add to Cart"**.
4. When done ordering, click **"Proceed to Checkout"**.
5. Review your **Order Summary** and complete the following:

Pick-up Times: Select your pick-up time.



The screenshot shows a form titled "Pickup Times" with three radio button options. The first option, "Between 3:30pm-4:30pm (Double Oak)", is selected with a blue dot. The second option is "Between 6:30pm-7:30pm (Double Oak; After 7:30pm is \$5)". The third option is "Off-Site Pick-up (see “Coop Details” for times.)".

Payment Options: Check or Paypal. (PAYPAL IS NOT LINKED TO MY WEBSITE. This is for my records.)



The screenshot shows a form titled "Payment Options" with two radio button options. The first option, "Check", is selected with a blue dot. The second option is "My PayPal account".

7. **MUST** click **“Submit”** or your order will not go through.

Your order is not complete until you click the 'Submit Order' button

8. Click “View Receipt” and print or take a screen shot.

By reviewing your Receipt you are confirming your order was placed.

Double Oak Food Coop

Name: Dave Ryter
 Order Number: 18359
 Order Date: 5/23/2016 11:49:43 AM
 Pick-up Date:
 Payment Method: Check

Order Details

Description	Ordered Quantity	Actual Amount*	Price	Total
Cream-pint (CND) (Circle N Dairy)	1		\$5.50/pint	\$5.50
				Total: \$5.50

* Actual Amount is displayed if there is a discrepancy between item ordered and item received.

Payment Details

Amount	Method	Check No.	Payment Date

Order Total:	\$5.50	Notes:
Total Payment:	\$0.00	
Order Credit:	\$0.00	
Order Debit:	\$0.00	
Order Balance:	\$5.50	
Account Balance:	\$11.61	

9. **PRE-PAY.** At the bottom of your receipt, pay the “Account Balance” amount. *This amount applies any previous credits or debits to your order total.*

If you selected Paypal, you will now need to go to your Paypal account and pay. The website is NOT linked to Paypal.

Orders are not guaranteed. I will not know what you will receive until coop day.

PRE-PAYMENT DETAILS:

- * *The estimated total of your order must be paid/mailed the day you place the order. (Pay the amount at the bottom of your receipt next to "ACCOUNT BALANCE". This amount applies any previous totals to your order total.)*
- * *If I do not receive prepayment the Sunday BEFORE coop, you will be charged a \$5 late payment fee. This fee will go to the person who has to take their time to notify you that your payment is missing.*
- * *I do not have a coop bank account with funds to pay for your food. You must pay when you order. THANKS!*

PAYMENT METHODS

CHECK: (Make check out to Tami Ryter. Mail to 185 Double Oaks Dr., Double Oak, TX 75077)

PAYPAL

If using **PayPal**, you must follow my instructions below to avoid incurring a fee.

1. After you login to your PayPal account, click on "Send Money to a friend" button at the top-right
2. Enter my email address **doubleoakcoop@gmail.com** and the amount you are sending from your checking account or PayPal account. (You may pay with credit card, but there is a 2% fee that you must pay.)

We have contacted PayPal and because we are a food coop, they allow participants to participate as "family or friend" and therefore avoid the fees placed on corporations. **I am not responsible for fees if money is sent incorrectly.**