

BEFORE YOU ARRIVE ON PICK-UP DAY...

After 1:30p on pick-up day, the website will be updated with the actual weights and quantity of items you will receive that day.

- Under **Order History**, select the **"View Receipt"** button for the current pick-up.

Order History (Last 6 Months)					
BACK					
Order Number	Order Date	Payment Method	Closing Date	Pickup Date	Receipt
18350	05-18-2016	Check	05-13-2016	05-19-2016	View Receipt
17365	05-13-2016	Check	05-13-2016	05-19-2016	View Receipt
13124	02-19-2016	Check	02-19-2016	02-25-2016	View Receipt
13039	01-22-2016	Check	01-22-2016	01-28-2016	View Receipt
13003	01-19-2016	Check	01-22-2016	01-28-2016	View Receipt
11940	12-24-2015	Check	12-24-2015	12-29-2015	View Receipt

- Print or Screen Shot your receipt.

Double Oak Food Coop

Name:	Dave Ryter
Order Number:	13039
Order Date:	01-22-2016
Pick-up Date:	01-28-2016
Payment Method:	Check

Order Details

Description	Ordered Quantity	Actual Amount*	Price	Total
Whole Chicken (Windy Meadows)	1	4.30	\$17.78/4.5 lbs	\$16.98
Boneless, THIGHS (Windy Meadows)	1	0.88	\$6.57/1 lb	\$5.78
Chicken Soup Bones (Windy Meadows)	1	3.61	\$3.00/3 lbs	\$3.61
Italian Chicken Sausage (Windy Meadows)	1		\$5.70/1 lb	\$5.70
Ground Chicken (Windy Meadows)	1		\$5.54/1 lb	\$5.54
Raw Milk-Gallon (CND) (Circle N Dairy)	1		\$7.50/gallon	\$7.50
Strawberry Goat Yogurt 8oz, Drinkable (Hidden Valley Creamery - GOAT DAIRY)	2		\$3.50/8oz	\$7.00
Berry Blast Goat Yogurt 8oz - Drinkable (Hidden Valley Creamery - GOAT DAIRY)	2		\$3.50/8oz	\$7.00
				Total: \$59.11

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

Payment Details

	Amount	Method	Check No.	Payment Date
Payment 1:	\$55.00	Check	444	01/10/2016

Order Total:	\$59.11
Total Payment:	\$55.00
Order Credit:	\$0.00
Order Debit:	\$0.00
Order Balance:	\$4.11
Account Balance:	\$6.11

Notes:

3. Confirm the following information on your receipt:

1. Order Details: View the “**Actual Amount**”.

Actual Amount is displayed if there is a discrepancy between item ordered and item received. If the weights of the meat you ordered are higher or lower than the projected weight, you will see the new weight. The new weight may change your account balance.

2. Payment Details: Make sure all payments sent to me are entered correctly.

*It is your responsibility to notify us **BEFORE YOU PICK-UP** that the pre-payment information was entered incorrectly. Please bring the check number or PayPal transaction number for the missing or incorrect payment.*

3. Account Balance:

If you owe more money due to the Actual Amount received changing, than bring exact **cash, check or PayPal confirmation of payment to pickup**. We will not distribute food if you have a balance.

WHEN YOU ARRIVE...

FOR DOUBLE OAK PICK-UP ONLY.

1. Get your Receipt from the black index box.

2. Give your receipt to the appropriate volunteer.

If you have an Account Balance, go to the **Payment Table**.

If you do not, go to the **Pick-up Table**.

3. Before you leave, CHECK your receipt and make sure you have all items you ordered.

DO Coop is not responsible for items not picked-up or if you take an item from the wrong farm. We need you to check your receipt and confirm that the volunteers distributed the correct items to you before you leave! If you do accidentally take the wrong item, you are required to return it, unopened by the next day.

DO Coop is not responsible for items not picked-up nor will there be any refunds.

FOR OFF-SITE LOCATIONS:

Contact your host for Pick-up procedure.

If you pick-up at a different location than Double Oak and have a remaining balance, you will need to pay via PayPal online or put a check in the mail **BEFORE** you pick-up. Please present proof of payment to your host including **how you paid** and the **paypal confirmation or check number** if you mailed a check that day.