

Spring Coop Instructions & Order Form

Dear BBTHW Friends,

This year we will be changing the ordering process. **First**, you will need to print the Spring Coop instructions & order form from our website www.bbthw.weebly.com or from the attachment included in this email. **Then**, you will go directly to the Walton Feed website at www.waltonfeed.com and download their catalog. You will use this to shop and complete your order. You can also do the same if you want to order from Wheat Montana Farms website www.wheatmontana.com. **You must use the order form you printed to complete your order.** Upon completion, mail your order form with payment or bring it by the store:

**Breaking Bread the Healthy Way
210 Jackson Keller Rd.
San Antonio, TX 78216**

REMEMBER:

- 1) Use the order form you printed to complete your order.**
- 2) Close Out Date is MARCH 30, 2012 - NO EXCEPTIONS!!**
- 3) Drop Site Address: 210 Jackson Keller San Antonio TX 78216**
- 4) Group orders are charged a flat \$15.00 per group order.**
- 5) Group Orders must be compiled into 1 Order and 1 Payment.**
- 6) ALL ORDERS MUST BE PRE-PAID. Please keep credit card (MC/Visa) usage for orders over \$300. (Individual orders only may use Credit Cards) We pay a fee for this service, so please understand. FEES go towards the cost of printing, postage, phone calls, drop charges, & labor.**

Note:

Shipping is charged on all items from Walton Feed and Wheat Montana at the rate of **.16** per pound. Shipping is not charged on items purchased from our store (honey, dough enhancer, etc...). We organize the Co-op twice a year (Spring & Fall) so please order accordingly.

For those needing help figuring wheat needs here is a helpful guideline:
50#bag= 12-15 (5-loaf) batches of bread 45# bucket = 11-13 (5-loaf) batches of bread
1-yeast, 1-dough enhancer and 2 gallons of honey are needed per bag / bucket.

When ordering, please remember it will take **6-12 weeks for delivery**. (*Shipping delays are beyond our control*). You will be called to set up an appointment for pick-up. Out of town folks will have more than enough time to make arrangements. Helpers will be available to help load your vehicle.

Organizing your order for pickup is a service that we do not charge for. Please remember if you are unable to pick up your order as scheduled; you need to make arrangements ASAP for someone to pick it up for you. Many of our helpers are volunteers so **tipping is appreciated**.

Coordinators of Group Orders– Please compile all of your group orders into one order and one Payment. No order will be released without the coordinators signature. Group orders must be picked up in their entirety.

Individual orders– no order will be released without being checked and signed off.

Once an order has been placed it is **non-refundable**. Refunds will be given for products that do not come in on co-op truck at time of delivery. Refunds will be available for immediate store credit or a check two weeks after pick up,

Any changes needing to be made to your original order after it is received in our office will incur a re-processing fee of \$5.00 per item.

Appointments will be made for you to pick up your order when it comes in. Please adhere to the appointment schedule as it will make for a smoother coop all the way around.

No Appointment = No Pick Up.

**Thank you for your support and confidence for another year.
Rory Delgado/Co-op Coordinator 210.930.8877/bbthw@yahoo.com**

Walton Feed Coop Order Form Spring 2012

Rory Delgado - Co-op Coordinator
210 Jackson Keller - San Antonio, TX 78216
(210) 930-8877
bbthw@yahoo.com / www.bbthw.weebly.com

I have read and understood the guidelines* for the SPRING COOP:_____ (Initials)
*See Page 2 of Coop Catalog or attached instructions.
 ◆ NO REFUNDS (After Order has been placed)
 ◆ CHARGE FOR ORDER CHANGES
 ◆ COMPLETE PAYMENT DUE AT TIME OF ORDER
 ◆ MUST USE PROPER ORDER FORM (or Similar format)
 ◆ DELIVERY TIMELINES

*Name: _____

*Address: _____

*City: _____ *State: _____ *Zip: _____

*Phone #: _____ *E-mail: _____

Your Signature: _____ Group / Individual

QTY	Item #	Description	Price Each	Total Amt. (Qty x Price)	Weight Each	Total Weight (Qty x weight)

Mail this form & payment to:
BBTHW / Attention Rory Delgado
 210 Jackson Keller
 San Antonio, TX 78216
 210 930-8877
 E-mail: bbthw@yahoo.com
 www.bbthw.weebly.com

TOTAL AMOUNT
(1) \$

TOTAL WEIGHT
Weight X .16
(2) \$

Credit card usage reserved for orders over \$300.00.
 Please make checks / Money Orders Payable to **BBTHW**

MC / Visa #: _____ Exp. Date _____

Signature: _____ (Required for credit card orders).

Payment is due with the order.

(1) TOTAL AMOUNT (\$)
PLUS
(2) TOTAL WEIGHT (\$)
AMOUNT ENCLOSED
\$