



Buying Club Instructions:

Submit your completed order form to a cashier. After your order is paid for, it will be checked for accuracy. Should any discrepancies be noted on your order form, we will attempt to contact you before the order deadline for correction. If we are unable to reach you, your order may be delayed.

- ❖ Orders are accepted from active Member-Owners and must be pre-paid.
- ❖ A surcharge (as posted on the buying club catalog) will be added.
- ❖ Customers using SNAP benefits (food stamps) for payment must contact Customer Service Manager prior to placing an order.
- ❖ Orders accepted in-person or by fax. Telephone orders are not accepted.
- ❖ When faxing, please send your credit card # on a separate sheet so that we may destroy the number once we have processed your order.
- ❖ Senior, member, and other discounts do not apply.
- ❖ Orders are non-refundable. Exchange only for same product if defective.
- ❖ Orders not claimed in 60 days will be donated to charity.
- ❖ Co-op does not call when your order arrives, or if an item is out of stock.

	Telephone/ Fax	Order deadline	Pick-up order after:
Concord	225-6840 226-2687	5:00 PM Sunday	8:00 AM Thursday
Kearsarge	526-6650 526-6653	Times vary by week. See store for details.	

Order accepted			
TRANS	LANE	STORE	CASHIER
DATE			

Order proofed	
DATE	CASHIER

Order transmitted to UNFI	
DATE	CASHIER

Order received	
DATE	CASHIER

Order picked-up			
TRANS	LANE	STORE	CASHIER
DATE			

Catalog Key (this is the information needed on the reverse side):

Page number	Page number of the catalog your item is found on.
Product number	Please check this for accuracy on your order form.
Min	After the product number, some items are marked with an M, followed by a number. These items require a minimum order. The code M3 indicates a minimum order of three units of the total pack size.
Pack/size	How many and what size the item is.
Brand	Manufacturer of the item.
Description	Detailed information about the catalog item.
Wrhs (warehouse)	This column must display the letter C, or be blank as this indicates the item is available from the Chesterfield NH warehouse where our order originates.
Order quantity	How many you wish to order. If the pack/size for the item is listed as 6/24oz, when you order ONE, you will receive SIX 24oz containers.
Case price	Marked as CS\$ in the catalog.
Extended price	Multiply quantity by case price. This is your cost for the item.

Please do not write in this space.