

HOW TO RESERVE PLANTS AT COLESVILLE NURSERY

1. **PINK** tape is for **PICKING UP** the plants at a later date
2. **GREEN** tape is for **DELIVERY**
3. If you're a retail customer, write your last name at the top of the sales slip and on the tag tape
4. If a landscaper is picking up for you, write the landscapers company name AND your last name on the tag tape & the sales slip
5. Write TODAY's date
6. Use a large piece of tape (at least 18" for visibility) around a sturdy part of the plant
7. **Please tag plants individually**
 - a. **SALES SLIP & TAG required info:**
 - i. **Each plant needs:**
 1. A physical tag with
 - a. Correct names of purchasers
 - b. Date of reservation
 - c. Quantity of reserved plant (whether you tagged 1 or 50, etc)
 - ii. **Sales Slip:**
 1. Name of purchaser
 2. Phone number of best contact
 3. Email of best contact
 4. Delivery? Include delivery address on slip
 5. Names of plants & cultivars (ex: Hydrangea "Little Lime" 3g)
 6. Quantity of plants reserved
 7. **CODE** on sign of reserved plant
8. Fill in the **CODE** section with each plant reserved for proper check-out
9. **To officially reserve your plants, return your completed sales slip to an employee at the garden center or shack.**
 - a. **NOTIFY THEM THAT THIS IS A RESERVED LIST**
 - b. **They will create official paperwork to confirm your reservation.**
 - c. ******IF YOU DO NOT DO THIS STEP YOUR PLANTS ARE NOT RESERVED*******