

## Online Ordering

- 1) Select your material you wish to purchase
- 2) Login or fill out customer information
- 3) In Notes at bottom:
  - a) Include when you would like to pick your order up (Giving us at least 2 days to process.)
  - b) Include when you would like a delivery (Giving us 1 to 2 weeks to schedule)
  - c) Include items you see on inventory but are not available for selection
- 4) Submit your order (A copy will be sent directly to your email.)
- 5) We will work on gathering/securing your plant material and send you a confirmation invoice to let you know it is ready for pick-up.
- 6) Payment can be done ahead of time over the phone or at time of pick-up/delivery.
- 7) Pick-ups, we ask for a 2day period to pull/secure your plant material, however, it rarely takes that long.
- 8) Delivery requests are 1 to 2 weeks, please refer to our delivery information/policy
- 9) Questions-concerns feel free to email [sales@colesvillennursery.com](mailto:sales@colesvillennursery.com) or call 804-798-5472 EXT.2
- 10) We do not do Mail Orders or delivery over 100 miles from Ashland, VA.