

## Procedure for ordering at the Depot while Covid19 restrictions apply

For the time being we are only operating with a pre-arranged order to be picked up at a specified time on a Saturday morning from 9am onwards.

This is to

- a) Ensure that those collecting their order do not meet other members collecting their order i.e. household separation.

and

- b) We do not have to handle cash or cheques which increase the risk of contamination transfer.

### **Ordering Process**

Orders should be placed by sending an email to the [contactus@algs.org.uk](mailto:contactus@algs.org.uk) email address, see example below.

A good example of how the order should look is:

Depot Order  
4 x Multipurpose Compost Gro well £18.60  
2 x Growbags £5.80  
2 x Composted horse manure ( heavy ) £7.50  
Total £31.90

Mobile xxxxxxxxxxxx

In order to arrange a pickup time you will normally be contacted by email but please ensure you provide a phone number which we can use to contact you (a mobile number is preferred) in case of problems.

Please pay by BACS **after the order has been collected** so that any adjustments on the day can be catered for (i.e. an item may be out of stock by the time your order is made up).

If you are not able to do BACS yourself, please try and arrange for a family member to do it for you. If you cannot arrange to pay by BACS we can take credit/debit card payments but this will cost the society a handling charge for every transaction.

The BACS account details are:

Payee sort code: 30-99-21

Account number: 01426953

Payee Name: Abbots Langley Gardening Society (or you can just use "ALGS" I believe)

Use as your payment reference your surname and the word "Depot"