



TRADEWINDS

How to Order Tea & Coffee through {Community Group}

Thanks for your interest in signing up for {Church} Tea & Coffee Group Buyers program. I'm already feeling excited about how much impact we can have in supporting tea and coffee farmers, just by ordering fairer tea & coffee from Tradewinds.

Overview:

1. We all order from Tradewinds and use our coupon code to get 10% discount and free shipping.
2. Our orders are held until the cut off date which is {Date each month}
3. The order gets sent here to {location}
4. I let you know it's arrived and you collect your tea & coffee.

How to Order:

Order your tea and coffee at: <http://www.tradewinds.org.au/shop-all/> and follow the usual shopping cart process. When you get to the checkout, there are 3 really important steps:

1. **Enter our Coupon Code:**
Click "Apply Coupon Code" and you will get your 10% discount and free shipping.
2. **Enter our Group Shipping Address:**
"Step 2" in the Checkout says "Ship Order To". Select "A different address" and enter our group address.
3. **Select Shipping Option:**
Select "Fixed Rate Shipping" (not "free pickup"). You then just pay and click "Confirm and Process Order" to finalise your order.

NB: If you want to have a delivery sent directly to your home (at any time) you cannot use the Coupon Code and will have to pay for shipping for orders under \$150.

Our Group Details

Coupon Code:	{Code}
Address:	{Church/Group Name} {Address}
Group Co-ordinator:	{Name} {email address} {phone number}

Thanks for signing up. If you have any questions or problems please don't hesitate to email me or contact Tradewinds directly.

Regards {Your Name}