

Instructions for ordering on-line at www.alphanursery.com

1. Go to our website www.alphanursery.com
2. Click on ***Sign In*** in the upper right hand corner.
3. Enter your email and password. (If you do not have one click on **Create Account** and fill out the fields and then click on **Register**. We will email you an entrance email with your assigned password.)
4. Once you have signed in with your email and password click on **Availability** on the top of the page.
5. Enter the quantities next to the items that you want to order. If you do not see an item or size, it is not currently available.
6. Once you have filled in all the items you want to order click on **Update Cart**.
7. You will see all your items ordered. You can either continue ordering by clicking on Availability, or if you are finished click on **Checkout**.
8. Fill in all the appropriate fields including PO #, shipping date, any special instructions must be typed in the **comments/special requests** section. Then **check alternate address** and fill in the blank box with customer name.
9. Click on **Submit Order**. You will receive a order #.
10. Congratulations you are finished!