

Order Packing Instructions

We recommend working in pairs, especially as you start the day. This allows you to check each other on plant species, number of bundles, and any special aspects of any given order. There are buckets and small carts to help carry the orders. The following are the steps to packing orders:

1. Pick up an order from Sandy at the first table. Depending on the size of the order, decide if you need a cart, box, bucket,
 2. or wagon to collect the plants.
 3. Starting with conifers, walk clock-wise around the tables, collecting bundles and pots listed on the order, **checking for the following possible variations:**
 - MORE THAN 1 quantity of a species. **With the exception of Large Quantity Conifers (see below), all bare-roots are in bundles of 5 plants.** If the order lists a quantity of 1, that means 1 bundle (ie. 5, means 5 bundles). Pots are counted singly – a quantity of 1 means 1 pot.
 - LARGER BUNDLES OF CONIFERS (more than 5 in the bundle) – conifers bundled in 25, 30, 50, 60, 100 or more will already be bundled and located on the west side of the room under a sign “CONIFER LARGE BUNDLES.” Look for the customer name, species, and quantity on the pre-labeled packed bags. If the customer ordered other plants, continue around the room.
 - PLANT PROTECTORS were sold as singles, in bundles of 10, or bundles of 50. We have them sorted in singles and in bundles of 10. COUNT CAREFULLY!
4. Once you’ve collected all of an order, bring to “ORDER CHECK” station for verification.
5. Once verified, proceed to “PACKING” station where another volunteer will help with following:
 - Dip roots of bare-root plants in vitamin water.
 - Place in plastic bags of appropriate size (large orders may take multiple bags).
 - Cover roots with a moderate amount of wetted shavings.
 - Tie bag closed above roots.
 - A few potted plants may be placed in plastic bags on top of roots and shavings as appropriate. If numerous, place potted plants in a tray or paper bag or box. Small orders may be combined in one box or paper bag to keep together.
 - If there are multiple containers (bags, boxes, trays) of plants, identify each container with colored plastic flagging and marker with customer name and number of containers. Example: Smith, #1 of 3, Smith #2 of 3, Smith #3 of 3
 - VERY IMPORTANT: Fill out a multi-part packing label listing the customer’s name and all the pieces, and bring that label back to Sandy.
 - Place all components of order in alphabetical order by first letter of last name under the letter signs on wall around the perimeter of the room. You can use flagging to “tie” multiple containers of one order together.
6. *PHEW!* You made it! Now you can return for your next order!