

From the 2021 AGM, STAA members will be able to order their seeds, and anything else, directly from Kings Seeds using a special link that members will get once it is confirmed that your annual membership fee has gone into the STAA bank account. This link will enable members to get the 50% discount on seeds. Once Kings have collated your order it will be sent to the address you have entered when setting-up your Kings account.

Seed order on-line

- i. Use the link to get to the Kings Seeds account page*.
- ii. Enter your details as required by the website. Kings Seeds will check that you are a member using the STAA membership database.
- iii. You will get a confirmation e-mail from Kings using the e-mail you have entered when setting-up your Kings account.
- iv. Order what you want using the on-line catalogue; the order summary shows the discounts applied.
- v. Pay by the method you choose.

* If you are already registered with Kings, you may have a problem, your name/email address already being on their database. Complete the contact form <https://www.kingsseeds.com/Contact-Us> and tell them you should be on the list for Sheet and Tilmore Allotment Association. They should put you on in a couple of days.

Seed Order Using the Kings Form

Complete the form making sure that your details are clearly and correctly entered. Your form cannot be sent if details are incorrectly entered or unclear.

a. Vegetable seeds

List vegetable seeds in the VEGETABLE SEEDS ONLY section and add the VALUE OF VEGETABLE SEED to the TOTAL VALUE OF VEGETABLE SEED line in the SUMMARY OF TOTALS **BEFORE** DISCOUNT APPLIED section.

b. Garlic, Onions & Shallots

Small packets:

List SMALL packets (not BULK 2.5kg and 5Kg) of Garlic, Onions & Shallots in the GARLIC, ONIONS & SHALLOTS section and get the **sub total** for VALUE CARRIED TO TOTALS.

Bulk quantities 2.5kg or 5kg:

List BULK orders for Garlic, Onions & Shallots in the bulk order of Onions, Shallots & Garlic section and get the **sub total** for TOTAL VALUE OF BULK ORDER CARRIED TO TOTALS.

Total cost

Add together the garlic, onions & shallots VALUE CARRIED TO TOTALS and TOTAL VALUE OF BULK ORDER CARRIED TO TOTALS and add this grand total to the TOTAL VALUE OF ONIONS & SHALLOTS & GARLIC line in the SUMMARY OF TOTALS **BEFORE** DISCOUNT APPLIED section.

c. Potatoes

List potatoes in the POTATOES ONLY section and use the lower cost per item ordered - regardless of the number ordered. Add the VALUE OF POTATOES CARRIED TO TOTALS to the TOTAL VALUE OF POTATOES line in the SUMMARY OF TOTALS **BEFORE** DISCOUNT APPLIED section.

d. Flowers

List flowers in the FLOWER SEED ONLY section and add the VALUE OF FLOWERS CARRIED TO TOTALS to the TOTAL VALUE OF FLOWERS line in the SUMMARY OF TOTALS **BEFORE DISCOUNT APPLIED** section.

e. Sundries

List sundries and add the total to the TOTAL VALUE OF SUNDRIES line in the SUMMARY OF TOTALS **BEFORE DISCOUNT APPLIED** section.

f. ARTICHOKES, ASPARAGUS, HORSERADISH, SOFT FRUIT AND MUSHROOMS

List artichokes, asparagus, horseradish, soft fruit and mushrooms in the ARTICHOKES, ASPARAGUS, HORSERADISH, SOFT FRUIT AND MUSHROOMS section and add the VALUE OF FRUIT, PLANTS & MUSHROOMS CARRIED TO TOTALS to the TOTAL VALUE OF FRUIT, PLANTS & MUSHROOMS line in the SUMMARY OF TOTALS **BEFORE DISCOUNT APPLIED** section.

g. Packing cost

Enter INDIVIDUAL PACKING of £1.30 in the SUMMARY OF TOTALS **BEFORE DISCOUNT APPLIED** section.

h. Postage cost

If you wish your order to be sent directly to the address on the form:

- i. Add £2.00 for SEED & SUNDRIES POSTAGE FOR ALL INDIVIDUAL ORDERS.
- ii. If ordering fruit plants and/or potatoes add £3.50 for FRUIT PLANTS OR POTATOES EXTRA POSTAGE FOR INDIVIDUAL MEMBERS line in the SUMMARY OF TOTALS **BEFORE DISCOUNT APPLIED** section.

i. Total Value of Order

Complete the TOTAL VALUE OF ORDER in the SUMMARY OF TOTALS **BEFORE DISCOUNT APPLIED** section.

j. Applying the discount

Separately (not on the form):

- i. Add together the TOTAL VALUE OF VEGETABLE SEED and the VALUE OF FLOWERS CARRIED TO TOTALS and calculate 50%.

k. Your cheque and order

- i. Make out your cheque to Sheet & Tilmore Allotment Association for the TOTAL VALUE OF ORDER **less** the calculated 50% from paragraph 'j' above. Include the annual membership fee of £5 if not paid already.
NOTE: if you wish to pay STAA by BACS, your order cannot be sent to Kings until receipt of your money has been confirmed by the Treasurer.
- ii. Bring/post your cheque and the completed form, to the seed order co-ordinator, currently David Mogg, 6 Crundles, Petersfield, GU31 4PJ **by 1st January**.

I. Checking & sending to Kings

The seed order co-ordinator:

- i. Ensures that only members, who have paid their annual membership £5 fee for the coming season, are ordering.
- ii. Checks for errors or unclear entries and if found, your form will not be sent off and you will get an e-mail to ask for a corrected form and/or make out another cheque.
- iii. A summary is then sent to Kings Seeds using the summary sheet held by the seed order co-ordinator together with all the checked forms and a cheque for the total amount.
- iv. Those members who have paid postage will get their order directly sent to the address on the form.
- v. If not, orders are sent to the seed order co-ordinator who collates them and advises members that their order can be collected.

Remember to keep an eye on the website: <https://sheetandtilmore.weebly.com/>