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| *Westbury Sub Mendip Community Shop Ltd**Green Lantern House, Stoke Road**Westbury Sub Mendip**WELLS**Somerset BA5 1HD* | C:\Users\Mark\Dropbox\Village_Shop\Logo\Final Shop Logo v1.0.jpg |

**The village shop is delighted at the success of the new ordering and delivery service. We can deliver to those who are self-isolating; we can prepare orders for collection to reduce the need to queue.**

**PLEASE NOTE THIS IS THE POSITION AS AT 17th APRIL AND SUPERCEDES ANY PREVIOUS INSTRUCTIONS.**

If you have not used this service as yet you will need to set up an account with the shop returning the signed section of the attached sheet. You will be invoiced regularly for settlement by cheque or BACS as volunteers will not be handling cash. The goods will be accompanied by a ‘receipt’ for your info only; please wait for the invoice before making a payment to ease pressure on the accountant.

To use these services please email westburyshoporders@gmail.com or leave a clear message on the dedicated order line **07515 557209**

You will need to leave your**:**

* Name
* Address
* Contact phone number
* Your order (please be as specific as possible – eg not just “carrots” - and state whether you would accept alternatives eg skimmed instead of semi-skimmed milk))
* Whether the order is for delivery or you can arrange collection
* What date you are hoping for delivery/collection

**Though every attempt will be made to fulfil any order placed before 11.00 am that same day we can’t make any guarantees. The more notice you can give the easier it makes things for the volunteers working behind the scenes and the shop staff.**

**For collections please do not turn up until you have been contacted by the order volunteers to advise that your goods are ready. This is likely to be after 3.00 in the afternoon.**

Remember however that, more than ever, in order to be sure of getting many fresh items we need to give suppliers adequate notice. Current deadlines are below

* **Meat** - order Tuesday morning before 11.00 am for collection Thursday/Friday
* **Thorners** – order by 4.00 pm Monday for Thursday pm
* **Chew Valley** **Dairy** -milk, butter, cream etc.- order before 4.00 pm for next day

We are also happy to accept regular orders so if you would like the same items on the same day(s) each week please let us know and we can build that into our ordering system.

Please remember to let us know if you no longer require your order so that we can redeploy the goods to other customers.

Many thanks for your continued custom and support of this vital part of our community

**Shop Account for Collection and Delivery Services**

Purchases will be invoiced weekly or monthly depending on the amount.

Accounts to be settled by BACS Transfer or cheque only. No cash payments please and please don’t make a payment when you receive the delivery – the ‘receipt’ is for your records only. Please wait for the invoice.

For BACS Payments: Cooperative Bank Ltd

Account Name: Westbury sub Mendip Comm Shop TRDG. ACC

Sort Code: **08-92-99**

Account Number: **65785247**

Cheques payable to: **Westbury sub Mendip Community Shop Ltd**

**Please tear off the section below, complete and return to the shop to open an account.**

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Please open a Community Shop account for me. I agree to pay invoices promptly.

Name: ……………………………………………………………Phone Number………………………..

Address:……………………………………………………………………………………………………………

Email:………………………………………………………………………………………………………………..

Signed: …………………………………………………… Date…………………………………………….