

Steps to Place Your Virtual Fair Trade Sales Order

Please follow the steps below to place your order. Contact Nick Brady, Coordinator of Mission, if you have any questions at 217-361-5297 or nbrady@stmarys-wbl.org.

1. Review the following order form below and indicate the number of each item you would like to purchase. When you have finished making your selections, total the amount of all the items and write the total at the bottom of the form with your name, number, and email.
2. Send the completed form to Nick Brady as an email attachment at nbrady@stmarys-wbl.org. If you are unable to print and scan the form to email, simply write up your detailed order and all the requested information and send in a regular email message. **Orders are due each week to Nick by Monday at noon.**
3. Once your order has been received AND processed by Nick, you will receive an email letting you know your order is ready for pick-up in the entryway at the Parish Life Center, 4690 Bald Eagle Avenue, White Bear Lake, MN 55110. Orders may be picked up, once they are completed, during the hours of 8:30 AM – 3:00 PM. When you arrive to pick up your order, you will enter the main doors of the Parish Life Center where your order will be placed on a table in a bag with your first and last name on it. You may place your check for payment in the locked wooden box toward the right in the entry way. Make checks payable to St. Mary of the Lake with a “**Fair-Trade Sales Order**” in the notes section of the check. You DO NOT need to check-in with anyone to pick up your order.

Thank you for your support of Fair Trade!

Fair Trade Order Form

Please mark what you would like, add up the total, and send the form as an email attachment or type out your order in an email to Nick Brady, Coordinator of Mission, at nbrady@stmarys-wbl.org. He will let you know when your order is ready, where to pick-up, and how to pay with a check. Thanks for supporting Fair Trade!

COFFEE = \$8.50

| | Drip | Beans |
|----------------------------------|-------|-------|
| Breakfast Blend (Price Drop) | _____ | _____ |
| Decaf | _____ | _____ |
| Love Buzz | _____ | _____ |
| Midnight Sun | _____ | _____ |
| Other/Toffee or French Vanilla | _____ | _____ |
| French Roast - 2 Pound = \$21.50 | | _____ |

TEA= \$4.00

| | |
|-------------------|-------|
| Chai | _____ |
| Jasmine | _____ |
| English Breakfast | _____ |
| Ginger | _____ |
| Green | _____ |
| Green w/Ginger | _____ |
| Peppermint | _____ |

OTHER

| | |
|---------------------------------|-------|
| Tamari Almonds = \$8.00 | _____ |
| Baking Cocoa = \$6.00 | _____ |
| Hot Cocoa Mix = \$6.50 | _____ |
| Bittersweet Choc Chips = \$4.00 | _____ |
| Olive Oil - 250 ml. = \$13.00 | _____ |
| Mangos = \$5.00 | _____ |

CHOCOLATE BARS = \$3.50

| | | |
|---------------------------|-------|----------------------|
| Caramel Crunch - Milk | _____ | |
| Caramel Crunch - Dark | _____ | Milk Chocolate _____ |
| Coconut | _____ | Mint Crunch _____ |
| Dark w/Almonds & Sea Salt | _____ | Panama Dark _____ |

Name _____

Phone Number _____

Email Address _____

Total of Order \$ _____