



Follow these step-by-step instructions to ORDER and PAY for 2024 CSAs by check.

ORDER: Check Out, Apply Coupon Code and Place Order

<p>1. At checkout, enter coupon code “paywithcheck” in the “Add coupon or gift card” field.</p>	A screenshot of a checkout interface on a dark green background. At the top, it says "Pickup: 52 Lowell Street". Below that, a note says "A 3% tip covers our credit card fees." There is a section titled "ADD A TIP" with four buttons: "3% \$5.70", "2% \$3.80", "1% \$1.90", and "Other". Below the tip section is a coupon code field containing "paywithcheck" and an "Apply" button. Both are circled in red with a "1." above the field and a "2." above the button. Below this is a summary table: <table border="1"><tr><td>Subtotal</td><td>\$190.00</td></tr><tr><td>Estimated taxes</td><td>\$0.00</td></tr><tr><td>Tip</td><td>\$0.00</td></tr><tr><td>Estimated order total</td><td>\$190.00</td></tr></table> Below the table, it says "Additional taxes and fees will be calculated at checkout". At the bottom, there is a white button with a red "3." and the text "Continue to payment", which is also circled in red.	Subtotal	\$190.00	Estimated taxes	\$0.00	Tip	\$0.00	Estimated order total	\$190.00
Subtotal		\$190.00							
Estimated taxes		\$0.00							
Tip	\$0.00								
Estimated order total	\$190.00								
<p>2. Click “Apply” . At this time, your order total should be \$0.</p>									
<p>3. After reviewing information, Click “Continue to payment”</p>									

4. Complete your Contact and Billing information.

5. Click on “Place Order”.

The screenshot shows a checkout page with a dark green background. At the top, it says "Checkout" and "EXPRESS CHECKOUT". There are two payment options: "Square Pay" and "G Pay". Below these, there are two red boxes. The first red box, labeled with a red "4.", encloses the "CONTACT" and "BILLING ADDRESS" sections. The "CONTACT" section includes a dropdown for "+1 United States", a "Phone number" field, an "Email address for receipt" field, and "First name" and "Last name" fields. The "BILLING ADDRESS" section includes "First name" and "Last name" fields, a "United States" dropdown, an "Enter your address here." field, and a "+ Apt, Suite, Floor, etc." field. The second red box, labeled with a red "5.", encloses the "99 Add gift card" section, which has a "paywithcheck" option selected, and the "Place order \$0.00" button. To the right of the form, there is a "PICKUP AT" section with the address "Lexington Community Farm, 52 Lowell Street Lexington, MA 02420 US". Below that is an "ORDER SUMMARY (1 ITEM)" section with a note for the seller. At the bottom right, there is an "ADD A TIP" section with options for 3% (\$1.35), 2% (\$0.90), 1% (\$0.45), and Other. A summary table shows: Subtotal \$45.00, paywithcheck -\$45.00, Taxes \$0.00, Tip \$0.00, Order total \$0.00, and Total savings \$45.00. At the bottom left, there is a "STAY IN TOUCH" section with a "Sign up" button and a disclaimer about automated messages.

***Until you successfully click on “Place Order”,
we will not receive your order.***

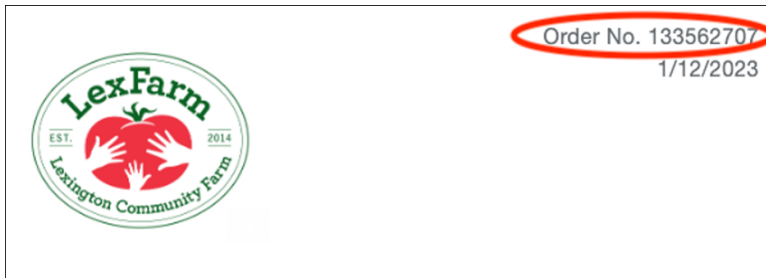
**See below to complete payment
for your order by check within 7 days.**

PAY: Write and Send Check within 7 days

After successfully placing your order, **you will receive a confirmation email**, including the **amount due**, an **order number** and a link back to these complete instructions.

1. Make Check out to "**Lexington Community Farm**"

2. Write the **order number** from top right corner of your confirmation email on the Memo line of your check. This will ensure that we credit the correct order.



3. **Make check out for the total amount due**; this is the "paywithcheck" amount shown on your confirmation email.

ITEM DESC	QUANTITY	TOTAL
2023 Summer Vegetable Share - Fri/Sat Pickup Variation: CSA Share - Full coupon: paywithcheck SKU: CSA-SFFS23	1	\$10.00
		-\$10.00
	Subtotal	\$10.00
	Coupon "paywithcheck"	-\$10.00
	In-store pickup	\$0.00
	Tax	\$0.00
	TOTAL	\$0.00

4. Mail your check as soon as possible to:
LexFarm
P.O. Box 554
Lexington, MA 02420

Full Payment must be received within seven (7) days for us to hold your order. After we receive your check, we will send you a formal invoice acknowledging your payment and reserving your CSA share(s).

Email csa@lexfarm.org with questions.