

Go to the web site: <http://www.bricksrus.com> and log in.

Start New Orders. Select this only if no orders are pending, This will allow you to start a completely new order.

If you select START NEW ORDER, the site prompts you to order new bricks based on ones you have ordered previously. The brick description is already filled out for you.

Our brick type is: WG4348 which is (Whitacre Greer, #43 Tangerine, 4 x 8 x 2 1/4)

Engraving Type: Sandblasting

Font/Typeface: Helvetica - Paint Black

Don't order Blank Bricks

No Donor Certificates

No Donor Bricks

No Donate to BRU Foundation

Edit/Submit Existing Order. Select this to add another brick to an order in progress. You would also select this if you wanted to complete an existing order and submit it to the Company.

1. If you selected edit/submit existing order, you will have a "pending orders" screen. Click on the ID Box. This will take you to the current order of bricks. To add a new brick, just click "add a brick."
2. Enter the inscription as it is found on the brick request form. Make sure you use capital letters when you enter the inscription. Enter the donor information.
3. When you are sure everything is correct, save the form.
4. If you need to edit an existing order, check the box next to the order you wish to edit and select view/edit order.
- 5.

Verification Letters. After you have entered a new brick request, send a verification letter to the donor. Bricks R Us provides sample Verification Letters. At the main screen select "Print the Letter." Make sure you check "Print on your company letterhead." Select "Create Letters." You can also save the letter as a PDF file and print it later.

Placing the Order. The website lets you see a proof copy (it includes an invoice) before you place your order.

Verify where you want the bricks shipped. If you choose to have the bricks delivered to the garden, you'll have to call the shipping company about when to meet them at the garden.

10 or more bricks in an order incur no delivery charges.

The company has FOSCP's tax exempt form, so they won't charge us tax, as you can see from the invoice online.

When you have everything the way you want it, click the button, "Place Order." Bricks R Us will send an email with the date they want their money, and they will give you a shipping date, but they won't give you an exact arrival date. Tell the Chairperson of FCCG the date on which they want their money. The Chairperson will forward the invoice to our Treasurer who will ask FOSCP to pay Bricks R Us.

Arrange with our garden Managers for installation of the bricks.