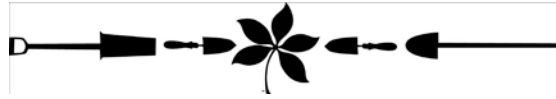


OHIO STATE UNIVERSITY EXTENSION

OHIO STATE UNIVERSITY EXTENSION MASTER GARDENER VOLUNTEER PROGRAM



Master Gardener Volunteer Training Manual Price List and Instructions January 2018

Holmes Printing provides MGV Manuals, county specific MGV Brochures, and Ask a Master Gardener Rack Cards. On the back of this page are steps for creating an account so that you can order items needed in your county. The manual is copyrighted and cannot be reproduced without written permission from the MGV State Program Director; individual chapters cannot be reproduced without written permission from the individual author.



ASK a MasterGardener
Rack Card



Master Gardener
Volunteers Brochure
Full Color Brochure



Master Gardener Manual

UPS Ground service rates are **not** included in pricing shown below.

Shipping will be added to your invoice. You will directly pay Holmes Printing with a credit card, OSUE purchase order, or charge to your account and receive an invoice.

Description

Complete Book

Contents (black and white) with a few color pages (18 chapters, table of contents, glossary and appendix), 1 1/2" D-Ring Clear-View White Binder, 20 tabs, customized full color cover and spine. **Price \$45.00*** per set for quantities 1 thru 9. For quantities of 10 or more, the cost drops to **\$43.00** per completed set.

Contents Only

Contents includes all 18 chapters + 20 tabbed dividers **Price \$30.00**

Instructions for ordering MGV Training Manual

If you have not already created an account, call Holmes Printing and register to create your account. Call toll free 1-877-465-6370 ext. 114 and talk to Jenny Reolfi to be registered for online ordering. They will give you a password and username. Write this down! If you forget, you can also contact Jenny and she'll give you your password; email: streamline@thinkholmes.com

Then do the following:

1. Go to <http://mastergardener.thinkholmes.biz> . This will take you directly to the login page.
2. Log in with your username and password that you received (see above). If this is your first time to this site, click on the Address Book on the left side and enter your shipping address. If you forget, you will be referred back to do this. In addition, you can change your password and profile information on the left side as well.
3. Click on Master Gardener Materials. You will find the manual items that can be ordered. When you click on the items, under the description you will find the price. If your county is not up to date with the annual State Support Fees, you will be charged an extra 30% for the manuals when you are invoiced.
4. Select the item(s) that you are ordering and add them to your shopping cart. When you go to your shopping cart, you will see a summary of your order and that the total does not include applicable shipping; this will be added to your invoice. You can see the potential shipping cost at the top. There are no taxes for your order.
5. Once you are finished ordering, from your shopping cart, continue by clicking on proceed to checkout and you will come to the checkout screen, you now have the option to use a Credit Card, OSUE Purchase order (obtain this ahead of time and enter the PO number), or Holmes Printing will bill you directly if you charge this to your account.

Others items to note:

The "Delivery Date" or "Wanted by Date" refer to the date that they ship your items. Standard production is 3-5 business days from the time they receive your order.

All orders will be shipped UPS Ground for next day service in the State of Ohio.

If any of your information (i.e. phone, fax, email, address) changes, please call Holmes Printing at 1-877-465-6370 so that they can update your account information. If you have any trouble with the online system, contact Holmes Printing. email: streamline@thinkholmes.com



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

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