



Live Order Form Launch Instructions:

1. Access the form link on our website:

lomavistanursery.com

a. click

AVAILABILITY LOGIN

2. Create account

a. click

Log In

b. select

New user? Click here to sign up!

c. fill out account information

i. if you are an existing

Loma Vista customer, check

I am an existing customer.

3. Select proper availability

a. choose appropriate availability for the type/anticipated shipping of order at the top righthand dropdown menu:

Select Availability Here:

READY TO SHIP

READY TO SHIP

FUTURE BOOKING

IN-GROUND TREES

READY TO SHIP: for container orders being placed and processed immediately

FUTURE BOOKINGS: for container orders being placed for future dates

IN-GROUND TREES: for tree farm orders

4. Fill out order*

a. type in quantities you want

b. use **FILTER RESULTS** or **SEARCH** to help find items

c. *order pricing is not finalized until after Order Confirmation

5. Review order

a. select

Review Order

b. fill out Ship Date*, PO, and Ordering/Shipping notes

c. *Order pricing is not finalized until after Order Confirmation

Ship Date (2 to 10 days ahead)

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

PO Number (optional)

PO Number (optional)

Order/Shipping Notes (optional)

6. Order confirmation

a. Once our team has received your order, we will contact you to confirm Pricing, Availability, and Shipping.

7. View my orders

a. select

My Orders

to view recent and past orders

8. Questions?

a. if you ever have questions, contact your sales rep or email us at sales@lomavistanursery.com