

2024 revision

## Waterbrook Potters Studio (WPS) Member Benefit FREE (!) bi-monthly delivery from Bailey Ceramic Supplies

All Waterbrook members are eligible to take advantage of free bi-monthly delivery of supplies from Bailey Ceramic Supplies in Kingston NY to Waterbrook Potters Studio. While Bailey doesn't offer group discounts above and beyond what an individual customer is eligible for, their retail prices are extremely competitive and the staff are wonderful to work with.

### SUMMARY of how to participate in Waterbrook pickup and delivery from Bailey Ceramics

1. Open an account with Bailey
2. Place your order by the set deadline
3. Complete the Google Form linked in the order announcement email.
4. That's it! We'll let you know when your delivery is ready for pickup at Waterbrook.

### STEP-BY-STEP Instructions

#### Set up an account with Bailey

If you don't have an existing account, call Bailey to set one up. They will assign you a Customer # which you will need to provide to Theresa, so please make a note of it.

Bailey Ceramics: <https://www.baileypottery.com/> Toll-free #: 800-431-6067  
Monday-Friday: 9:30 AM - 4:30 PM

#### Place your order

You must place your order with Bailey by phone. Let them know that the order is a Waterbrook pickup order.

#### Modifying an order

Orders can be modified directly with Bailey up to and including the deadline date, but not beyond that date.

#### Complete the Waterbrook Member Bailey Order for Pickup google form

The link to the order form will be emailed when the announcement for orders goes out. You must provide all requested information in order to successfully submit the form.

#### How long before I can pick up my order at Waterbrook?

Orders will be picked up and delivered to the studio by the end of the month in which the order is placed.

2024 revision

### Schedule and timeline for ordering

Pickups will be coordinated by Waterbrook every other month. You can expect to receive an email at the beginning of the pickup month (for the rest of 2024, that will be April, June, August, October and December) and you will be given a one- to two-week window for placing an order. Waterbrook will arrange for pickup and delivery of orders by the end of the month in which the order is placed.

Questions? Email Theresa at [BulkOrder@waterbrookpotters.com](mailto:BulkOrder@waterbrookpotters.com).