



The Elderberry

Practitioner Dispensary Guidelines

Welcome to The Elderberry's practitioner dispensary program! We look forward to providing you and your clients quality, well-crafted herbal formulas. Please read the following form in its entirety so that you can take advantage of our apothecary.

How to Place Orders

For each formula you order, please provide the following information:

- Client's information
- Name of the formula
- Type of formula
- Size
- Formula components
- Dosage instructions

Client's Information

- For new clients, please provide their name, phone number, address (if mailing). Your client will need to fill out a consent form (you will find this form in the client portal).
- For clients who are already in our system, you can provide their first and last name.

Name of the Formula

- Each custom formula gets a name (e.g. Sleep Well Tea, Cramp-Away Tincture) so that we can easily look up the herbs in any given formula. If you would like us to name the formula, just let us know.

Type of Formula. We offer:

- Dried, cut and sifted herbs
- Herbal extracts (tinctures)
- Powders (some powder formulas will incur an \$8 powdering fee)
- Topical Oils (herbs infused in extra virgin olive oil)
- Topical Liniments (topical consisting of herbal oils and herbal extracts)
- We have a limited number of glycerites available

Size

- We sell extracts, topical oils, and liniments by the fluid ounce, typically in 1, 2, 4, 8, or 16 ounce sizes, as those are the sizes of our bottles.
- We sell loose herbs, tea blends, and powders by the ounce. 1 ounce is the minimum amount you can order of herbal formulas or single herbs.
- Our custom tea blends are \$7.56/ounce. Custom extract blends are \$17.50/ounce.

- **Bulk Herb Discounts:** For each individual preparation, we offer a 15% discount after 4 ounces, a 20% discount after 8 ounces, and a 25% discount after 16 ounces.
- **Order Minimum:** 1 fluid ounce/ounce is the minimum amount you can order of most liquid formulas, single herb extracts, or tea blends. There are exceptions for higher priced herbs such as American ginseng.

Formula Components

- Provide a list of the herbs in the formula with the exact amounts of each herb. Botanical names are welcome, especially for herbs with ubiquitous/multiple common names.
- Specify the part of plant, if necessary. For example, we carry hawthorn leaf and flower as well as hawthorn berry. We carry dandelion leaf, dandelion root, and roasted dandelion root.
- Extracts, oils, and liniments are measured in milliliters. Teas and powders are measured in ounces.
- We can combine up to 7 herbs in either a custom extract formula, tea formula, topical oil, or topical liniment formula.

Dosage Instructions

- Provide your own dosing instructions, or write “standard dose,” to use our standard dosing suggestions (below).

Examples

Herbal Tea Order Example:

4 ounces “Herbal Coffee” Tea for Jane Doe

- 1.2 oz burdock root
- 1.2 oz dandelion root
- 1.2 oz chicory root
- .4 oz cinnamon bark

2 cups/day

We prefer that you send in orders with the **exact amounts** of each herb, rather than the parts or percentages of each herb. In the examples below, you can see what this formula would be in parts and percentages. Please determine what the amounts of each herb would be, rather than sending in a formula like the one’s below.

4 ounces “Herbal Coffee” Tea

- 3 parts burdock root
- 3 parts dandelion root
- 3 parts chicory root
- 1 part cinnamon bark

4 ounces “Herbal Coffee” Tea

- 30% burdock root
- 30% dandelion root
- 30% chicory root
- 10% cinnamon bark

Herbal Tincture Order Example:

4 ounces (120mL) “Vein Support” Tincture for Rose Wood

- 48 mL horse chestnut
- 36 mL red root (ceanothus americanus)
- 24 mL yarrow
- 12 mL white willow bark (quercus alba)

1 dropper full 3x/day

In this example, the extract would contain 4 parts (40%) horse chestnut, 3 parts (30%) red root, 2 parts (20%) yarrow, and 1 part (10%) willow bark. The botanical name was provided for the red root to evade confusion that sometimes arises between red root and red sage root (salvia miltiorrhiza).

Formulation Assistance

If you would like our assistance creating a formula for a patient/client, we are happy to do so. We charge a formulation fee between \$25 – \$50.

Refills

Either you or your client/patient can re-order formulas by calling or emailing us with their name, the name of their formula, and the desired quantity. We will call/email back to confirm we got the order and arrange payment and pick-up time. We highly recommend that your client/patient call/email ahead for their formulas, as their wait time will likely be longer if they place an order at the store.

Our standard dosing instructions:

We give preparation and dosing instructions with each formula that the client/patient receives.

Herbal Teas Preparation Instructions:

- Leaf/Flower Tea Instructions: Use 1 tablespoon of tea per cup of water. Place herbs in a jar and pour boiling water over them. Cover and steep 1-8 hours.
- Root Tea Instructions: Use ½ - Use 1 tablespoon of tea per cup of water. Place herbs in a pot with water and bring to a boil. Simmer for 15-30 minutes. Steep for 1 – 8 hours.

Herbal Tea Standard Dosing:

Standard dose for a person weighing between 125 and 175 pounds is 3 cups a day. Please indicate if you would like a standard dose, or if you had another dosage in mind.

Herbal Tincture Instructions:

Place the tincture either directly in the mouth or dilute in one ounce of water. For bitters and formulas targeting the digestive system, hold the tincture in your mouth for ~10 seconds before swallowing if possible.

Herbal Tincture Standard Dosing

Standard dose for an adult weighing ~150 pounds is 2-3 droppers full (½ tsp) 2-3 times a day, depending on the formula. The timing depends on the type of formula it is. For example, a bitters formula would be 3 times a day 15 minutes before meals. A sleep formula would be twice a day, once in the evening, and once before bed.

Glycerite Dosing:

Standard dosing is double that of tinctures.

Herbal Oil/Liniment Instructions

Apply as needed, up to 3 times daily.

Powder Dosing:

½ teaspoon mixed into water, tea, applesauce, smoothie, etc. 1-2 times a day

Quality

Our dried herbs are organic and local/herbalist grown whenever possible.

Our tinctures are made with organic, gluten-free cane spirits. A small number of tinctures also contain 10% glycerin. Our lobelia extract is made with alcohol and apple cider vinegar.

Our herbal oils are made by infusing plant material in organic, extra virgin olive oil.

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