

Room for Dessert™

A SPECIALTY BAKERY

COOKIE ORDER REQUEST FORM

THANK YOU! I L*O*V*E* MAKING COOKIES AND I'M SO EXCITED TO KNOW MORE ABOUT YOUR EVENT.

BY FILLING OUT THIS FORM, I WILL BE ABLE TO PROVIDE YOU WITH A QUOTE.

SOME IMPORTANT THINGS TO KEEP IN MIND:

- I USE ALL THE INFORMATION YOU PROVIDE TO DESIGN AND CURATE A SET JUST FOR YOU.
- WEEKDAY PICKUP TIMES ARE 3:00 – 3:30PM, UNLESS AN ALTERNATE TIME IS ARRANGED, THIS IS A PLANNED TIME WINDOW FOR ME TO STOP DECORATING AND WAIT FOR YOU. IF YOU ARE LATE, I CAN NOT GUARANTEE THAT YOUR COOKIES WILL BE AVAILABLE FOR PICKUP UNTIL THE FOLLOWING DAY BETWEEN 3:00 – 3:30PM.
- SATURDAY PICKUP TIMES ARE 10:00 – 11:00AM, UNLESS AN ALTERNATE TIME IS ARRANGED, THIS IS A PLANNED TIME WINDOW FOR ME TO STOP DECORATING AND WAIT FOR YOU. IF YOU ARE LATE, I CAN NOT GUARANTEE THAT YOUR COOKIES WILL BE AVAILABLE FOR PICKUP UNTIL MONDAY BETWEEN 3:00 – 3:30PM.
- PLEASE PROVIDE THE QUANTITY DESIRED WITH REQUEST. . . .IN THE CASE WHERE DATES ARE REQUESTED FAR IN ADVANCE, PLEASE PROVIDE AN APPROXIMATE QUANTITY FOR PLANNING PURPOSES. IF A THEME HASN'T BEEN SELECTED AT THE TIME OF REQUEST, THE THEME/COLOR SCHEME NEEDS TO BE PROVIDED AT LEAST ONE MONTH IN ADVANCE OF PICKUP. IF THEME ISN'T PROVIDE BY THE 3 WEEKS MARK, THE ORDER WILL BE CANCELLED.
- ADJUSTMENTS TO THEME/QUANTITY (+/- 1 DOZEN) CAN BE MADE UP TIL 3 WEEKS BEFORE PICKUP DATE.
- DEPOSITS ARE REFUNDABLE IF ORDER IS CANCELLED WITHIN 5 DAYS OF PAYING THE DEPOSIT. AFTER 5 DAYS, DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE
- CORPORATE COOKIES CAN BE PICKED UP WEEKDAYS IN THE MORNING BY APPOINTMENT.
- I WOULD RECOMMEND PICKING UP THE DAY BEFORE YOUR EVENT, THE COOKIES ARE IN HEAT SEALED BAGS AND ARE "GOOD" AT ROOM TEMPERATURE FOR ONE WEEK.
- IF THE DATE OF YOUR EVENT IS ALREADY BOOKED, CONSIDER ORDERING EARLIER WHEN THERE IS AVAILABILITY. . . . THE COOKIES FREEZE BEAUTIFULLY AND HOW-TO INSTRUCTIONS ARE INCLUDED WITH EVERY ORDER.
- ONCE THE QUOTE IS SENT, YOU WILL HAVE 2 DAYS TO CONFIRM PLACING AN ORDER. I WILL SEND AN INVOICE THAT HAS 2 PARTS, THE DEPOSIT (\$25.00), WHICH SECURES YOUR SPOT ON MY CALENDAR AND THEN THE BALANCE WHICH IS DUE 7 DAYS PRIOR TO PICKUP. YOUR ORDER IS NOT CONFIRMED UNTIL THE DEPOSIT IS PAID (DUE WITHIN 2 DAYS OF RECEIPT).

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NAME: _____

CONTACT EMAIL: _____

PICKUP DATE REQUESTED: _____

QUANTITY REQUESTED (MINIMUM ORDER 1 DOZEN): _____

NAME(S)/AGE(S)/DATES IF APPLICABLE (IE: WILL, 2 OR GEOFF & TAMMY, JUNE 17): _____

CELEBRATION EVENT (IE: HAPPY BIRTHDAY, HAPPY RETIREMENT):

THEME (IE: 1ST TRIP AROUND THE SUN; BEACH BIRTHDAY; PUPPY LOVE):

COLOR SCHEME (IE: PASTEL; WHITE & SAGE; FLORAL & FEMININE):

WOULD YOU LIKE THE COOKIES PACKAGED WITH COORDINATED RIBBON AS FAVORS? ALL THE COOKIES COME IN HEAT SEALED BAGS, IF YOU WOULD LIKE THEM TIED WITH COORDINATED RIBBON AS FAVORS, THERE IS AN ADDITIONAL \$6.00/DOZEN: YES : _____ No: _____

ANY ADDITIONAL INFORMATION THAT YOU WOULD LIKE ME TO KNOW ABOUT YOUR EVENT TO HELP ME PLAN YOUR COOKIE SET. PLEASE PROVIDE YOUR INVITATION FOR COLOR, THEME AND FONT INSPIRATION AS WELL AS ANY PHOTOS THAT YOU THINK WOULD BE HELPFUL

**PLEASE NOTE INSPIRATION PHOTOS ARE FOR INSPIRATION ONLY!
I DO NOT COPY OTHERS WORK**

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CORPORATE LOGO PRINTED COOKIES

PLEASE FILL IN THE APPLICABLE ABOVE INFORMATION AND INCLUDE A JPEG OF YOUR LOGO. THE COOKIES WILL BE PRINTED WITH THE IMAGE SENT. PRINTED COOKIES ARE \$50.00/DOZEN. MINIMUM ORDERING TIME IS SEVEN (7) BUSINESS DAYS.

CORPORATE LOGO HAND PIPED COOKIES:

PLEASE FILL IN THE APPLICABLE INFORMATION ABOVE AND INCLUDE A JPEG OF YOUR LOGO AS YOU WOULD LIKE IT HAND PIPED. HAND PIPED LOGO COOKIES START AT \$72.00/DOZEN. ORDER TIME IS BASED ON AVAILABILITY (SEE WEBSITE FOR BLOCKED DATES).

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PLEASE INITIAL BELOW:

_____ I HAVE READ AND UNDERSTAND THE INVOICE/DEPOSIT POLICY

_____ I HAVE READ AND UNDERSTAND THE PICKUP POLICY

_____ I HAVE READ AND UNDERSTAND THE CHANGE OF QUANTITY/THEME POLICY

_____ I HAVE READ AND UNDERSTAND HOW MUCH TAMMY L*O*V*E*S TO MAKE COOKIES AND HOW EXCITED SHE IS TO BAKE FOR YOU!!