

650.631.7777

650.631.7770 (fax)



order@sweetpinc.com

Ordering Instructions

Orders may be placed by phone, email or fax. For next day delivery, orders must be in by **4 PM**. Email orders are recommended. Feel free to order in advance.

(Please order ahead for large quantities, 48 hours required)

When placing an order, please include the following:

- 1) Customer name and customer number (located on top right of invoice)
- 2) Item, size, and quantity needed;
- 3) Special instructions, for example, # of cuts
(cuts smaller than 2"x 2" are subject to additional charge)
- 4) Date needed
- 5) Contact name
- 6) Contact phone number

Late emergency orders are sometimes possible, but an extra rush fee of at least (\$35.00) may be assessed. **NO Cancellations after 12 PM.**

We also offer:

- 1) Standing Orders - have your weekly items pre-ordered (contact us to adjust #s)
- 2) Spreadsheets - created with your preferred items for your email convenience

Our order desks are open:

Monday – Friday	9:00am – 4:00pm
Weekends	12:00pm – 3:00pm
Holidays	10:00am – 2:00pm

For emergencies during closed hours:

- From 6 AM until 9 AM, you can call Sean in sales at 415.572.5551
- If you are unable to reach the person (above), you can call Doreen at 415.722.5315.

All other hours – you can email in your order or leave it on our voicemail. Confirmation is required. Please leave your contact information so we can contact you.