

## Instructions for completing Excel format cookie order downloaded from hopescookies.com.

Do not change the excel format in any way, do not delete or move any columns. Do not skip rows. Complete all mandatory fields. Each column should be completed as described below. **Mandatory fields are in red.**

**Column Heading:** Description:

**Name:** Customer name. If shipping to a company, list the company name here. Only 35 characters (including spaces) will print on the UPS label.

**Attention:** Non-mandatory field. Use this column to list the recipient's name if a company name is listed in the "name" field. Only 35 characters (including spaces) will print on the UPS label.

**Address1:** Street Address

**Address2:** Non-mandatory field. Floor, suite or apartment number.

**City:** City

**State:** Use two letter abbreviation.

**Zip:** Enter five digit code only.

**Service:** Leave this column blank – internal use only.

**Billing:** Enter the word "Prepaid" for each entry.

**Weight:** Use a number only: 1 (one dozen), 2 (two dozen), or 3 (three dozen) based on the order for that line.

**Package:** Enter the word "Package" for each entry.

**Reference1:** Enter a one word reference here. Sender's name or company.

Be sure to save a copy of your file before emailing it to us at [sherri@hopescookies.com](mailto:sherri@hopescookies.com). Please type "CORPORATE COOKIE ORDER" in the subject line of your email.

Any additional information such as package decorations, gift card message, contact information and any other special instructions should be in the body of the email. We will contact you to confirm your order and for billing information. Please do not send credit card information through the internet.

Thank you for choosing Hope's Cookies.