

# CORPORATE ORDERING GUIDELINES

Our corporate ordering guidelines to assist and simplify your needs for the holiday season.

We are so happy to help you with your holiday gifts this year!

To ensure that your order is complete and accurate, please review the following order guidelines.

## GIFTING

- Cookie Fix has several packaging options and cookie varieties to create the perfect gift.
- Cookie Fix Frozen Dough to Go is also a great gift option that we ship or you may pick-up in store.
- Available ship and pickup dates for bulk orders:
  - November 27th - 29th
  - December 4th - 6th
  - December 11th - 13th

## PICKUP

- Pick up locations include Berry Farms, Huntsville, Cahaba Heights, Homewood, or the Hoover Corporate Kitchen.
- If you would like to place a corporate order for pick up, please visit our Corporate Gifts page and complete the Order Form for the location of your choosing.

## SHIPPING

- If you would like place a corporate order for shipping, please visit our Corporate Gifts page and complete the the following forms:
  - Shipping Order Form - to provide the details of your order
  - Shipping Recipient Form - for the required information and required format for your names and addresses. After completion, the Shipping Recipient Form should be submitted to [shipping@cookiefix.com](mailto:shipping@cookiefix.com). We highly recommend a 3-4 week lead time to allow us the administrative time to prepare for your order.

## CUSTOM STICKERS

- Company custom stickers are a nice addition to your gift. Our cookie tins are white with a holiday Cookie Fix sticker. If you would like to provide a company/ custom sticker, it must comply with the custom sticker specifications. Custom Sticker Specifications can be found on our Corporate Gifts page.

## PAYMENT

- Payments can be made via invoice or company check and must be received one week prior to pick up or ship date, unless other arrangements have been approved.

## QUESTIONS

- We are here to help! Please contact the catering manager for your preferred location.
  - Homewood & Cahaba Heights: [catering@cookiefix.com](mailto:catering@cookiefix.com)
  - Huntsville: [catering@cookiefixHSV.com](mailto:catering@cookiefixHSV.com)
  - Berry Farms/Franklin: [catering@cookiefixBF.com](mailto:catering@cookiefixBF.com)
  - Shipping: [shipping@cookiefix.com](mailto:shipping@cookiefix.com)

We appreciate your business and look forward to working with you this holiday season!