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 Only. (NO PO BOXES)
Address2	Non-mandatory field, however, please include suite, floor or apartment number.
City	City
State	Use two CAPITAL letter abbreviation.
Zip	Enter five digit code only. (DO NOT include the + four digits)
Service	Leave this column blank – internal use only.
Billing	Enter the word "Prepaid" for each entry. DO NOT hyphenate.
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 YOUR company name ONLY.

Be sure to save a copy of your file before emailing it to us at sherri@hopescookies.com. Please type "HOLIDAY 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.