



Name:	Notes:
Phone:	Email:
Event Date:	Event Location & Time:

Pick-up Date & Time (check): Tuesday Wednesday Friday Saturday
 Specify Date: _____ Pick-up Time (specify between 10am – 6pm): _____

Qty	Item	Details	Price
	1pc Box Dark Chocolate Truffle	Select: Box Color (check): Red / Cream / Aqua OR Custom Color Exterior: _____ & Interior: _____ OR Custom Design If providing your own custom design/logo for boxes, please use the dimensions 1.75"x1.75" for size and email a PDF and AI file to yourchocolatefamily@chocolea.com Custom colors & custom designs need to be secured 4 weeks prior to pick up date and will be charged a one-time \$75 customization fee. Flavor: _____ Select from Every Day Favorite List (www.chocolea.com/truffles) Notes:	\$2.99
	2pc Box Dark Chocolate Truffles	Select: Box Color (check): Red / Cream / Aqua / Coral OR Custom Color Cover: _____ & Base: _____ OR Custom Design If providing your own custom design/logo for boxes, please use the dimensions 3"x2" for size and email a PDF and AI file to yourchocolatefamily@chocolea.com Custom colors & custom designs need to be secured 4 weeks prior to pick up date and will be charged a one-time \$75 customization fee. Flavors: _____ Select from Every Day Favorite List (www.chocolea.com/truffles) Notes:	\$4.99
	9pc Box Dark Chocolate Truffles	Flavors: _____ _____ Select from Every Day Favorite List (www.chocolea.com/truffles) Notes:	\$19.99
	20pc Box Dark Chocolate Truffles	Flavors: _____ _____ Select from Every Day Favorite List (www.chocolea.com/truffles) Notes:	\$39.99
	Oreo	Individually wrapped dark chocolate covered Oreos Flavor (check): Original / Mint / Peanut Butter Notes:	\$2.49
	Other		

Payment Information: Name on card: _____ Card #: _____ Exp Date: _____ Billing Zip Code: _____ Security Code: _____	\$75 Customization Fee
	Total Amount Due
	50% Deposit Due
	Payment Method/Date Processed/Receipt Sent
	Remaining Balance Due
	Payment Method/Date Processed/Receipt Sent

Custom Order Guidelines

- For freshness, we produce to order, so please place custom orders **4 weeks** prior to the pick-up date.
- All digital files for custom box designs or custom color sections need to be received **4 weeks** prior to the pick up date.
- Customization requests must be approved prior to placing order.
- There is a \$200 minimum order for custom orders.
- Please provide a minimum 50% deposit or pay in full to secure your order.
- An additional \$75 customization fee will be added to all custom colors/designs to cover set up printing costs.
- Payments can be made
 - 1) Credit card over the phone (808.371.2234)
 - 2) Email credit card information below (yourchocolatefamily@chocolea.com)
 - 3) Pay in person with credit card or cash at our shop (Manoa Square – 2909 Lowrey Ave.)Shop Hours: Tuesday, Wednesday, Friday, or Saturday 10am – 6pm
- **All orders must be refrigerated or kept in a cool AC environment to preserve the optimal quality and appearance of the freshly made chocolates.**

By signing this agreement, I agree to the Custom Order Guidelines as described above.

Signature

Date

After submitting this form, a chocolate crew member will respond within 2 business days for confirmation and verification. Thank you!

For Choco le'a Crew Use:

Order Checklist:

- ___ Get all info: (Name, Email, Phone, P/U Date, Order Details, CC PMT etc.)
- ___ Approved by manager**
- ___ Confirm with customer that we can fulfill order
- ___ Request/Assign loyalty card to customer
- ___ Set aside Oreo flavors/boxes/packaging and label with reserve sign

- ___ Add supplies needed to shopping list
- ___ Add to Producteev
- ___ Add order to invoice folder
- ___ Charge customer and send receipt to confirm order
- ___ Order prepped in refrigerator