



Name/ Host:	Head Count:
Phone:	Email:
Event Location (Preferably indoors & air conditioned):	Package:

Event Date & Time (check): Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 Specify Date: _____ Start Time : _____ End Time: _____ (set up will be 1 hour prior)

Qty	Package	Details	Minimum (first 30 guests)	Cost per add. guest
	Sapphire	Flavors: 1. _____ 7. _____ Oreos: _____ 2. _____ 8. _____ Nuts: _____ 3. _____ 9. _____ Fruits: _____ 4. _____ 10. _____ 5. _____ 11. _____ 6. _____ 12. _____ Alternate _____ Alternate _____ Based on an average consumption of 5 pieces per guest. Select from Every Day Favorite List (www.chocolea.com/truffles) Notes/Theme:	\$400 minimum for up to 30 guests _____ x 30 guests= _____	\$7.50 x _____ = _____
	Emerald	Flavors: 1. _____ 7. _____ Oreos: _____ 2. _____ 8. _____ Nuts: _____ 3. _____ 9. _____ Fruits: _____ 4. _____ 10. _____ 5. _____ 11. _____ 6. _____ 12. _____ Alternate _____ Alternate _____ Based on an average consumption of 5 pieces per guest, 1-2 themed customized flavors, up to 2 perishable flavors, and multiple chocolate treats. Select from Every Day Favorite List (www.chocolea.com/truffles) Notes/Theme:	\$500 minimum for up to 30 guests _____ x 30 guests= _____	\$9.00 x _____ = _____
	Diamond	Flavors: 1. _____ 7. _____ Oreos: _____ 2. _____ 8. _____ Nuts: _____ 3. _____ 9. _____ Fruits: _____ 4. _____ 10. _____ 5. _____ 11. _____ 6. _____ 12. _____ Alternate _____ Alternate _____ Select from Every Day Favorite List (www.chocolea.com/truffles) Notes/Theme:	\$600 minimum for up to 30 guests _____ x 30 guests= _____	\$12.00 x _____ = _____

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

___ Enter customer's phone# & info in Square Royalty Program.

___ Invoice Customer

___ Add order to invoice folder

___ Confirm payment and send receipt to confirm order

___ Order prepped in refrigerator

\$75 Customization Fee	
Tax	
Subtotal	
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.)
 - 4.) Credit card via emailed invoice.
- **Shop Hours: Tuesday, Wednesday, Thursday, 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!*

Payment Information or Date Invoice Sent: _____

Name on card: _____

Card #: _____ Exp Date: _____

Billing Zip Code: _____ Security Code: _____