



**ORDERING Guidelines - Please place all orders through our customer service desk-**

### **Customer Service Hours and Daily Ordering Deadline:**

- **Monday-Friday 8am-2:30pm; 2 days before the desired delivery day**
- **Saturday-Sunday 8am-1pm; 2 days before the desired delivery day**

### **Customer Service Contact Information:**

- To call in your order: **(206) 545-6773.**
- To e-mail your order: [orderdesk@essentialbaking.com](mailto:orderdesk@essentialbaking.com).

If you've missed the deadline, don't despair! We will do our best to accommodate your needs; but only orders placed before the deadline can be guaranteed.

### **DELIVERY Options for Wholesale Customers**

We deliver 7 days a week except for the following 3 days: Thanksgiving, Christmas and the day after Christmas.

- **Delivery: \$40 Minimum Order \$ Requirement:** All delivered orders must total at least \$40.00. If orders consistently fall below \$40 and all other ordering options have been explored; a \$5 handling fee may be incurred for each delivery.
- **Will Call Pick Up:** If your orders don't meet the \$40 minimum; this may be an option for you. Please discuss with your sales rep.
- **Island accounts** incur a \$2.00 delivery charge. Island accounts include businesses on Bainbridge, Vashon, and Whidbey Islands, Kingston and Poulsbo.

### **PAYMENT Options**

Please complete our credit application and send to our accounting department or give to your sales representative.

Accounting department email: [kathleen@essentialbaking.com](mailto:kathleen@essentialbaking.com). Fax: (206) 767-1176

### **We Offer 2 Payment Options:**

- **Weekly Credit Card Debit:** we will debit your credit card on file weekly; for the total amount of prior weeks' deliveries.
- **NET Payment Terms:** after our review of your credit application; we will assign NET payment terms. Please pay from the delivered invoices received with your order.

**New Account Set-Up:** Upon our receipt of your completed credit application; please allow 7 days for processing and account set-up. Your sales rep will contact you when your account is set up and ready to place orders.

**All members of The Essential Baking Company endeavor to provide the best artisan all-natural or organic breads, pastries and desserts every day. We are at your service!**

5601 1<sup>st</sup> Avenue South Seattle, WA 98108

**Order Desk: 206-545-3804, Fax: 206-545-0333**



## Ordering Lead Times:

**For Monday Deliveries: ordering deadline is the prior Friday by 1:00pm**

**For Tuesday – Friday Deliveries: ordering deadline is 2 days prior by 2:30pm**

- Signature will be required at time of delivery. We are not responsible for shortages or damages upon your signature
- **Dessert deliveries are available Monday- Friday only; no weekends.**
- **PLEASE Note that your delivery will arrive anytime between 8:30am – 4pm. You may want to receive your delivery at least one day in advance of day of need.**

## Delivery Days & Order \$ Mlinimums

### **SEATTLE – Delivery Days: Monday-Friday**

- Cloverdale Street to 45<sup>th</sup> street: \$100

### **NORTH END – Delivery Days: Monday-Friday**

- 45<sup>th</sup> street to shoreline: \$150
- Shoreline to Snohomish County line: \$250

### **SOUTH END – Delivery Days: Mon, Wed, Fri only**

- Cloverdale street to 200<sup>th</sup> street: \$150
- 200<sup>th</sup> street to pierce county line: \$250
- Pierce County line to South I-5/Route 16 Junction: \$250
- Couth of Central Tacoma-PLU: \$250

### **EASTSIDE – Delivery Days: Mon, Wed, Fri only**

- Kirkland, Issaquah, Newcastle, Bellevue East of I-405: \$150
- Redmond, Sammamish, Snoqualmie: \$250

### **BELLEVUE – Delivery Days: Mon, Wed, Fri only**

- Downtown Corridor: \$150