



## **ORDERING Guidelines for Wholesale Customers:**

Please place all orders thru our customer service desk.

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

- Monday - Friday 8:00am - 1:00pm (2 days before the desired delivery day)
- Saturday - Sunday 8:00am - 1:00pm (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.

**Note:** 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:**

- Minimum Order of \$40. 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:**

- This may be your best option if your orders don't meet the \$40 minimum. Please discuss with your sales rep.

### **Island Accounts:**

- Island accounts incur a \$2.00 delivery charge. This includes businesses on Bainbridge, Vashon, Whidbey Islands, Poulsbo and Kingston.



## **PAYMENT Options for Wholesale Customers:**

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

### **Accounting Department Contact:**

- Phone: (206)545-3804; option "1"
- E-mail: [ar@essentialbaking.com](mailto:ar@essentialbaking.com)
- Fax: (206)767-1176

**Two Payment Options are available:** *requires a completed credit application for both options.*

Both payment options require that you list 3 wholesale suppliers that you pay by sending them a check upon receipt of your statement; or you pay with weekly credit card debit or ACH withdrawal.

- **Weekly Credit Card or Check Card Debit:** We will automatically debit your credit card on file weekly; for total amount of prior weeks' deliveries.
- **NET 7 Days Credit Payment Terms:** After our review of your credit application for approval and to proceed to account set-up. Please allow 7 days for accounting's approval. Please pay from the delivered invoices received with your order.

**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.

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All members of The Essential Baking Company strive 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  
Main Phone: 206-545-3804 Fax: 206-545-0333



## **ORDERING & DELIVERY Guidelines**

### **Daily Ordering Deadline:**

- For Monday Deliveries: Order deadline is the prior Friday by 1:00pm.
- Tuesday - Friday deliveries: Order deadline is 2 days prior by 2:30pm.

### **Delivery:**

- 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 dessert delivery on 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 and Order Minimums:**

#### SEATTLE - Delivery Days: Monday thru Friday

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

#### NORTH END - Delivery Days: Monday thru Friday

- 45<sup>th</sup> street to shoreline: \$150
- Shoreline to Snohomish County line: \$500

#### SOUTH END - Delivery Days: Monday- Wednesday-Friday 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
- South of Central Tacoma to PLU Campus: \$250

#### EASTSIDE - Delivery Days: Monday -Wednesday - Friday only

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

#### BELLEVUE - Delivery Days: Monday - Wednesday - Friday only

Downtown Corridor: \$150