

Leonidas

FRESH BELGIAN CHOCOLATES

Corporate and Larger Orders: Instructions for using the Group Order Form Spreadsheet

We try to make it as convenient as possible for you to simply and efficiently place larger and/or more complicated orders. This spreadsheet is a template designed to help those of you who are sending gifts to ten recipients or more, such as businesses with long holiday or gift lists.

It's easy to get started with your order, just follow these simple steps:

1. Make your gift selections from the **Leonidas Holiday Gift Catalog 2007**. The catalog can be printed or shared electronically among your friends and coworkers.
2. In the **Leonidas Group Order Form** Excel File, which can be downloaded from our website, there is a worksheet to specify your Recipient List and Sender Information. The **Recipients List** worksheet can be filled in by copying your addresses from most popular software programs. Be sure to include all necessary information in the relevant fields including item code and gift message(s).
3. Provide your contact and payment information in the **Sender Information** spreadsheet. If you are uncomfortable including the credit card information, we will gladly call you to get the information from you over the phone.
4. Save the spreadsheet with a unique name. We suggest your first initial, last name and/or company name, if applicable, as well as the date (ex: hsobolik_11_07.xls)
5. Email the completed spreadsheet to us at sales@leonidas-chocolate.com.
6. Once we receive your information, we will get back to you promptly with accurate pricing and prospective delivery dates for your order.

If you have any questions or need clarification, please do not hesitate to call us at 1-800-900-CHOC during store hours or email us at sales@leonidas-chocolate.com

General Information:

- Pricing** Pricing is per item for the chocolate boxes, as clearly detailed on our website and on the item list and reference sheet included in this document.
- Shipping Policy** Please remember that the shipping fee is per address and do note that we can only ship within the 48 continental U.S. On the 2-3 Day Service, your order should be delivered within 2 to 3 business days. On the Overnight Service, your order should be delivered on the next business day. Saturdays and Sundays are not business days and we are not able to ship or to deliver orders on weekends. We are dependent on the carriers' geographic coverage, therefore some destinations and remote locations may take an extra day. Our cut off time for same day shipping is 6 pm EST; orders placed after that time will ship on the next business day.
- Shipping Costs** Economy shipping with 2-3 day service is \$11 for the first item and \$3 for each additional item shipped in the same package to the same address. Overnight shipping is \$16.50 and \$4 for each additional item shipped in the same package to the same address. In addition to the freight costs for your chosen level of service, our shipping charges cover the cost of protective Styrofoam containers and shipping cartons. We regret that the fragile nature of our products prohibits us from offering slower and less costly shipping options.
- Discounts** Discounts are available for larger orders during the holiday season. For orders over 50 lbs we apply a 5% discount, and for those over 100 lbs we apply a 10% discount. Similarly an additional 5% discount is applied to orders totaling over 30 lbs that are shipped out or picked up by Tuesday, 4th December 2007. Discounts apply to the chocolate only and cannot be applied to the shipping fee.