

# San Remo Sweets

28 Main Street • Kings Park, NY 11768

Ph: (631) 863-2730 • Fax: (631) 863-2731 • Toll Free: 1-866-520-2933

Web: <http://www.sanremosweets.com> Email: [order@sanremosweets.com](mailto:order@sanremosweets.com)

## ORDER FORM INSTRUCTIONS

Use the attached order form for phone, fax, or snail mail ordering.

Complete all sections, including billing, shipping, and other information.

### **Calculating shipping costs:**

Standard shipping costs by weight are located on our web site at:

<http://www.sanremosweets.com/howtoorder.html>, though certain shipping costs for "Express & Overnight" shipments must be "quoted".

You may obtain a firm quote by contact us by email or phone. Alternatively, you can calculate shipping costs on the **UPS web site at <http://www.ups.com/using/services/rave/rate.html>** by following these steps:

**Step 1** - Enter United States and 11768 as the Postal Code for the "origin".

**Step 2** - Enter United States, your city, and postal code in the destination entry form boxes.

**Step 3** - Click the "yes" button if shipping to a residential address.

**Step 4** - Select "Daily Pickup Service" for the "Drop-Off/Pickup choice".

**Step 5** - Select "Your Packaging" for the "Packaging" choice.

**Step 6** - Enter the total weight of the items you have ordered (ignore "Package Dimensions" section).

**Step 7** - Click the "Calculate" button and you will see rate quotes for UPS Ground, Second Day Air, and Overnight Shipping.

**Step 8** - Indicate the Shipping Cost on your order form.

**PHONE ORDER:** Fill out the attached order form and discuss your needs with one of our sales representative by telephone.

Long Island Resident call: **(631) 863-2730**

Residents Outside Of NY - Call Toll Free - **1-866-520-2933**

Read off the information on our order form to one of our sales representatives.

**FAX ORDER:** Fill out the attached order form, sign and fax form to: **1-631-863-2731**

**EMAIL ORDER:** Send us an email indicating the items you want us to ship.

State item name and quantity. Also include your credit card information (type of card, full name name on card, card number, expiration date, name and address listed with credit card company (will be used as your shipping address)). On receipt of an email order, we will compute the total amount of your order including shipping charges, and charge this amount to your credit card. We will send you an email confirmation of all charges for your approval. ***We are working on an online email ordering form that will automate email orders in the future.***

**SNAIL MAIL ORDER:** Fill out the attached order form and mail to:

San Remo Sweets

28 Main Street

Kings Park, New York 11768

We normally ship within 1 day from the time your order is received. UPS charges are based upon weight and distance PER PACKAGE. **We Ship Anywhere In The USA. Sorry, we cannot accept order for shipment outside of the USA at present time.**

***THANK YOU FOR YOUR ORDER!***

