



Baked by Melissa

# Multi-Recipient Orders

Giftng made easy! Give to everyone on your list with just one order!

Baked by Melissa's Multi-Recipient Order service allows you to place many orders at once in one simple transaction.

If you have any questions, please visit our Multi-Recipient Orders [FAQ page](#), call 212.842.0220, or email [multi@bakedbymelissa.com](mailto:multi@bakedbymelissa.com).

*\*Multi-Recipient Orders should be finalized at least five days in advance. However, we always do our best to accommodate last-minute orders, so please contact our Customer Happiness Team to see what's possible.*

## Step 1

Enter your order information in the Multi-Recipient Order Form Excel file. As you fill out the form, helpful tips will pop up when clicking on cells. Some additional information is below:

### Shipping Orders:

Baked by Melissa ships nationwide through FedEx, with 1 and 2-Day Shipping Options. Shipping Orders can arrive between Tuesday through Saturday. Orders scheduled for arrival Tuesday-Friday are \$14.95 and orders scheduled for arrival Saturday are \$34.95.

Address Type (Residential/Business) is required for Shipping Orders.

*NOTE: Please verify the accuracy of each Shipping Address. Baked by Melissa is not responsible for unsuccessful shipments caused by incorrectly provided information.*

### Items:

The Latest & Greatest 25-Pack.....\$25

*Includes original flavors + seasonal + Mini of the Month*

The O.G. w/o PBJ 25-Pack.....\$25

*Includes original flavors except Peanut Butter & Jelly*

#### Items cont'd:

The O.M.G.F. 25-Pack.....\$37.50  
*Includes all gluten free flavors*

The Mac 25-Pack.....\$50  
*Includes all double stuffed macaron flavors*

Small Gift Box.....\$5  
*Can hold up to two 25-Packs*

Large Gift Box.....\$5  
*Can hold up to four 25-Packs*

*A 5% Bulk Discount will be applied to orders of \$400 or more.*

Add items to each order using the drop down menu in the "Item" column. You can add up to two items in the Multi-Recipient Order Form. If you'd like to add more items to your order, contact our Customer Happiness Team, and we can send you an extended order form.

Don't see the item you want here? No problem! To keep the form as simple as possible, we only included our most popular products, but you can order any Baked by Melissa product in a Multi-Recipient Order. Just let us know what you'd like to order!

Enter how many of each item you'd like in the **Qty** column.

Select "Yes" in the **Gift Box** column to add a Gift Box to your selected item.

## Step 2

When complete, email your form to [multi@bakedbymelissa.com](mailto:multi@bakedbymelissa.com). A Baked by Melissa Customer Happiness Associate will review your order, provide a consolidated pricing proposal, and upon your approval, finalize your order. We accept Visa, MasterCard, American Express, and Discover.

## Step 3

After your order is finalized, you will receive a Multi-Recipient Order Confirmation with a summary of all your orders. You'll also receive a confirmation upon the successful delivery of each order.

**Thank you for your business. Have a sweet day!**