



Chelsea Market Baskets - Group Order Form Instructions

Thank you for using this Group Order Form! Here is some information about using this form:

Getting Started:

1. This form should be used for orders shipping to 5 or more addresses.
2. Each spreadsheet represents one shipping date (If you have more than one date you would like your gifts to go out you will need to fill out a separate form for each date.)
3. We recommend UPS Ground shipping for most non-perishable orders and all orders shipped within the greater NY area; it is the least expensive way to send gifts.
4. This process uses Microsoft Excel to create your order. It is possible to use other programs, like Google Sheets, to create your order file. If you do this, please convert your file back to Excel format before uploading the file to us.

Client Information:

1. Open the group order form and save the document with your company name and the ship date in the file name (for example: [AcmeConsulting-Dec04-24](#))
2. Begin at the top of the document with the **Billing Information**. This is the information for the person whose credit card will be charged. It is imperative that we have the correct contact information and billing address for the credit card holder. Incorrect billing addresses will cause the credit card to be declined. If you prefer you can also call us with your credit card information after we receive your order.
3. Next, proceed by entering the **Contact Information**. This is the person we contact in case we have any questions with the order. If this is the same person as listed in the Billing Information, you can leave these fields blank.
4. Indicate the desired ship date for the order. Keep in mind the amount of time it takes UPS to ship from New York City using your desired shipping method. UPS Ground Service can take 1 - 6 business days to arrive depending on the destination with in the US. Generally, destinations in the Northeast US will take 1 to 2 days.
5. Indicate your desired shipping method for this order. (UPS Ground, 2nd Day Air, Overnight Service, Messenger) Perishable items with destinations outside the Northeast US need to be shipped using 2nd Day Air.

Gift Recipient List:

1. You will see two tabs at the bottom of the spreadsheet order form. The sheet that you are working on is called the **Group Order Form**, and the other is called **Catalog Items**. This Catalog-Items worksheet contains a listing of all our catalog items and their corresponding 3-digit codes.
2. Enter the three digits in the item # column in the Recipient Gift List. The description and price will appear automatically so you can be sure you have the correct item.
3. Enter the name and address fields. (First and Last name **MUST** be split into two separate columns) Please be sure to limit the number of characters to the number specified in the notes that appear for each column. Our system will cut off anything over the amount specified.
4. Enter the Telephone Number of the recipient. Please be sure to follow the format in the example given (xxx) xxx-xxxx.
5. Enter the gift message. Please do not go over the number of characters specified. As aforementioned, only the exact number of characters will be printed on the gift card.
6. If you have any comments or specific info about any line item, you can indicate that information under Misc. Comments.
7. Finally, save the spreadsheet and upload the file using our [GOF-Upload form](#). We will respond within 24 hours with acknowledgment of receipt. Please call us if you not hear back from us.

Feel free to call us if you have any questions at (888) 727-7887 or (212) 727-1111.

Thank You for your order!