

La Provence Bakery
Customer Ordering Information: San Diego and Outlying Locations
Effective February 1, 2007

Order Minimums

- No orders under **\$20.00** per delivery will be accepted.
- Orders between **\$20.00 and \$25.00** per delivery will be charged a **\$2.00 delivery fee**.
- All La Provence Customers must reach a **Minimum of \$300.00 per month**.
- Outlying locations may have a higher minimum requirement.
- A Minimum quantity of **two each per product is required**, unless noted on the price list.

Order Deadlines

Please refer to the chart below when placing orders:

For an Order Delivery Day of:	Place Order By:
Saturday through Monday	Previous Friday by 10:00 A.M.
Tuesday through Friday	Previous Day by 10:00 A.M.

Standing Order Changes

- Standing Order Changes may only be made **Monday through Thursday**.
 - Standing order changes submitted on Friday will go into effect the following Tuesday.
- Please refer to the chart below when placing changes to Standing Orders:

For a Standing Order Delivery Day of:	Place Standing Order Change By:
Friday through Monday	Previous Thursday by 10:00 A.M.
Tuesday through Thursday	Previous Day by 10:00 A.M.

Credit Terms

- A Credit Application must be received and approved before 1st shipment.
- New businesses are required to pay by credit card.
- Our standard terms are Net 10 days.
- Late Fees of 1 ½% will be applied to all past due accounts.

Customer Credits

- All Shortages must be reported within **24 hours** of delivery to ensure proper credit of the account.

Delivery Schedule

- We make deliveries 362 days a year. The non-delivery days are Thanksgiving, Christmas, and New Year's Day.

We thank you for your cooperation with these guidelines.

Office Hours: Monday-Friday 8:00 A.M. to 4:00 P.M.

To Place an order by Phone: (760) 736-3299 x 301 or (760) 736-3299 x 303

To place an order by Fax: (760) 736-3296