

Headquarters Order Requests

Headquarters locations can order products to be shipped to their site.

1. Use the “Special Events Pre-order or Headquarters” option.
2. Select the Headquarters option.

Store name *	Address
<input type="text" value="Headquarters"/>	10 Hudson Yards, 16th Floor, New York, New York 10001

3. Headquarters has the option to ship products elsewhere if needed.
 - a. If the address shown on the screen is correct, proceed to step 5.
 - b. If not, enter the shipping address for the product.

Is this the location you are shipping to? *	Shipping Address *
<input type="radio"/> Yes, it is	<input type="text" value="Address Line 1"/>
<input checked="" type="radio"/> No, a different address	<input type="text" value="Address Line 2"/>
	<input type="text" value="City"/> <input type="text" value="State"/> <input type="text" value="Zip Code"/>

4. Enter the contact’s name and phone number for the person receiving the order.

Contact Name *	<input type="text" value="First"/>	<input type="text" value="Last"/>
Phone *	<input type="text"/>	

5. Enter the start date of your event—the day you need the goods delivered to the address above.

Start Date of Event *
<input type="text" value="9/4/2025"/>

****Note****

Goods are now packaged in cases and cannot be broken.

- Tabby Cakes: 24 pieces per case
- Miss Jo Cookies: 60 pieces per case

6. Under the “Tabby Cake Selection,” you can choose more than one flavor/color for shipping.

- a. Select the flavor/color to be shipped.
- b. Enter the number of cases to be shipped.

Tabby Cake Selection

Selection 1		Cases of Tabby Cakes	Qty	Cost
Flavor - Color *	Chocolate - Pink	- 1 +	24	\$168.00

+ Add Selection

- c. To add another flavor/color, click on the “+ Add Selection” button and repeat steps 6a & 6b.

7. For Miss Jo Cookies:

- a. Select the cookie flavor (currently only one flavor is available) to be shipped.
- b. Enter the number of cases to be shipped.

Miss Jo Cookies	Cases of Miss Jo Cookies	Qty	Cost
Sugar Cookie - Unfrosted White	- 1 +	60	\$210.00

Order total costs \$378.00

An email will be sent to the requester, and an invoice will be emailed within one (1) business day for payment. ****Note** Keep this email until after the delivery has been received and inspected. The tracking number will be needed to report any damages.**