

Group Leader Tips for Ordering

HOOD RIVER COFFEE CO.



1. Create a **Master Contact List** of everyone in your group including phone number, email, etc.
2. Provide your group with a copy of our **Group Discount Order Form**.
3. Compile your list of people and coffees for your order, using our **Group Leader Order Form**, or make your own form that works for you.
4. Place your order for 45 pounds of coffee or more anytime you'd like. Allow at least 48 hours to roast and process your order.
5. When calling in or faxing your order, make a note of when you would like to have your order ready for pick up.
6. All we need for your order is the number of bags and grind option for each type of coffee you'd like.
7. We roast our coffee fresh Monday thru Thursday. Orders placed Thursday thru Sunday will not be roasted until the following Monday.
8. Get payment from your group before picking up your coffee. Hood River Coffee Co. is not responsible for group interactions or payment problems. We will collect payment from you at time of pick-up.
9. Payment must be paid by one check or credit card payment.
10. Enjoy!

Orders can be faxed to: 541-386-3998

Or call us Monday thru Saturday at: 541-386-3908

For detailed descriptions of all of our coffee selections you can visit our website:

www.hoodrivercoffeeco.com

Hood River Coffee Co.

1310 Tucker Rd, Hood River, OR., 97031

**Retail and Will Call hours are Monday-Thursday 9-5
& Friday and Saturday 10-3**