YES, YOU CAN SHIP TO MULTIPLE DESTINATIONS

QUICK OVERVIEW

You can ship to multiple addresses on one trip to the website. We recommend always starting by logging in or creating a new account so the addresses and information you enter is saved for future use. However, you may ship to multiple addresses as a Guest. **Also, for an order with a large number of destinations, contact us by email at info@chocolatepizza.com and attach your recipient's name/addresses/product (spreadsheet, Word document, etc.) – we'll handle it for you.**

In general, first place all items and quantities you want to send into your cart, then click "View Cart". From your cart, click "Proceed to Checkout" and then click "Set Addresses". Here you enter the first destination, click "Save Address", followed by "Add a new shipping address" where you enter the second destination. Repeat for all addresses.

When all the destination addresses are entered, you will return to the "Shipping Addresses" page where each item in your cart is listed and adjacent to that item is a pull-down menu of the addresses you entered. Select the destination address for each product and when all items have been assigned a destination, click "Save Addresses and Continue".

Enter your "Billing Details" and scroll down to select a shipping method from the pull-down menu in each destination. You can type your gift note in the field provided for each recipient and finally enter credit card information (or PayPal) and click, "Place Order".

Remember, you can always just email us a spreadsheet or Word document and we'll be glad to enter a large order for you. Send to: ryan@chocolatepizza.com

SHIPPING TO MULTIPLE DESTINATIONS

STEP BY STEP GUIDE

The process of shipping to multiple destinations is not complicated but there are a few pointers that make it easier. This Guide walks through the process in considerable detail, but you will find most steps quite intuitive.

Help is available. If you are sending to a lot of destinations, then consider emailing us the information (spreadsheet, Word document, etc.) at info@chocolatepizza.com **and we will handle your order directly. If you have questions or concerns, email or call us (315-673-4098) – even afterhours.**

BEFORE YOU START … Login with your user name and password or create an account. If you wish to proceed as a Guest you can but your information will not be saved for future use.

Step 1: Locate the item(s) you are going to send. In the quantity field, type the total number of that item(s) that you want to send. For multiple items, add all products to your cart before continuing.

Step 2: Stay on the product page and in the upper-right corner, click the box "View Cart". This takes you to the "Shopping Cart" page where your product, quantity and pricing are shown.

Step 3: Under the section "Cart Totals", click "Proceed to Checkout". This takes you to the "Checkout" page.

Step 4: Click "Set Addresses" in the first bar under the page title "Checkout". This takes you to a page titled, "Add a New Address".

Step 5: Add the complete name and address of the first person you are shipping to. At the bottom, under the "Zip" field, click "Save Address".

Step 6: This brings you to, "SHIPPING ADDRESSES", where you click, "Add a new shipping address" (note: on the page it takes you to, "ADD A NEW ADDRESS", you will see any previously saved addresses at the top of the screen).

Step 7: Under the "ADD A NEW ADDRESS" header, complete the name and address of the second person you are shipping to. Again, at the bottom, under the "Zip" field, **click "Save Address".**

Step 8: You will be returned to the page you were on in Step 6, "SHIPPING ADDRESSES". Again, click "Add a new shipping address" and complete Step 7 again. Repeat this process for all recipients. Enter ALL addresses in this way BEFORE moving on to the next step where you will assign specific addresses to each product in your cart.

Step 9: After the last name and address is input and saved, use the pull-down menu adjacent to each product line to assign the destination for that product. Click on the pull-down menu adjacent to each item and assign a shipping address. Repeat this for all products. IMPORTANT: Do not click the "Update" button even if you changed quantities or removed a product.

Step 10: Once you have assigned shipping addresses to each product, click "Save Addresses and Continue". This takes you to the page titled, "Checkout" where you add the "Billing Details".

Step 11: Complete the "Billing Details" information with the person/company whose credit card is being used to pay. The actual credit card numbers are entered at the bottom of this page.

Step 12: Scroll down this page to the section titled, "Shipping methods". The product and name/address of the recipient is shown for each person. **Select the shipping method for each destination from its pull-down menu. Do this for each destination.**

Step 13: For each recipient there is also a field titled, "Note". Here you can personalize a message to each recipient. **Type your message for that person in the "Note" field.**

Step 14: The order total is shown after the last destination block. Under that figure is where you enter payment information – either with PayPal or credit card. **Enter payment data and click "Place Order"** to complete the transaction.