Order Number	Recipient or Contact Name	Company Name (if shipping to a business address)	Address 1	Address 2	City	State	Zip	Phone Number	Gift Item #	Item Total	Gift Message Line 1	Gift Message Line 2	Gift Message Line 3	Gift Message Line 4
Notes:														
1. Do not combine any of the fields above together.														
2. Do not use punctuation of any type in any field (no commas, no apostrophes, no dashes, no periods, etc).														
3. Use only 5 digit zip codes.														
4. Phone numbers are helpful in the event there are delivery problems, but are not required.														
5. Gift Messages can be up to 4 lines.														
6. Save the completed form as (yourcompanyname) 2006.xls														
7. Email completed form to: orders@nutcrackersweets.com using your company name in the subject line.														