

Dear Valued Customers,

We hope this message finds you well. Starting from Monday 15th January 2024 we will be implementing revised Order Cut-Off times to streamline our operations. Phone and Email Orders will be required by 1:30pm and Online Orders will need to be confirmed by 2:00pm.

| Delivery Day | Order by  | Phone/Email | Online |
|--------------|-----------|-------------|--------|
| Saturday     | Friday    | 1:30pm      | 2:00pm |
| Sunday       | N/A       |             |        |
| Monday       | Friday    | 1:30pm      | 2:00pm |
| Tuesday      | Monday    | 1:30pm      | 2:00pm |
| Wednesday    | Tuesday   | 1:30pm      | 2:00pm |
| Thursday     | Wednesday | 1:30pm      | 2:00pm |
| Friday       | Thursday  | 1:30pm      | 2:00pm |

This decision has been made with careful consideration to assist our teams in handling paperwork, processing orders, and coordinating with our production, packaging, and delivery teams. By making these adjustments, we aim to enhance the overall experience for you from order placement through to delivery. We will continue to provide a high level of service and support to meet your requirements. We kindly request your cooperation in adhering to these revised deadlines to ensure that your orders are processed promptly and accurately.

We understand that these changes may require some adjustment, and we sincerely appreciate your understanding and flexibility during this transition. To assist you with these changes we recommend reaching out to our team to set up a 'Basic Order' and gain access to our Online Portal if you have not already done so.

## **BASIC ORDER**

Having a Basic Order in place means you will receive a set order as chosen by you without needing to order each day. A Basic Order can be changed as your requirements change, however ensures you receive product if you forget to order or if you miss Order Cut-off.

## **ONLINE PORTAL**

Easily manage orders, access product pictures and prices, view and pay invoices and enjoy exclusive product specials. For guidance on how to use our Online Portal please scan the QR Code or visit: <u>https://www.homestylebake.com.au/faqs/</u>

Please reach out to our team with any questions or support you may require.

Kind Regards, Homestyle Bake Team

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