

NEW! DOWNLOAD AND PRINT OUR FULL MENU AT WWW.CUSTOMCOFFEEPLAN.COM

1. Go to the website homepage, Go to the top right corner, Click on '**Company**'. Then click on '**Brochure Download**'
2. Next, you will see – **Brochure Download, Custom Coffee Plan Menu**
3. See '**Download PDF**' and click on the red file link that says '**CCP_Menu.pdf**'. **Save** a copy to your computer to keep on hand. We will update the menu on an ongoing basis as we add new product/drink selections. So check back in and **re-save/print** the latest copy every now and then!

If you cannot find a product or item number, please contact your Custom Coffee Plan branch to inquire, you may reach them toll free at: 1-800-841-5949 or email us at ccpinfo@customcoffeeplan.com.

ORDER BY PHONE*

Call the branch you opened your account with and place your order over the phone with a Customer Service Representative.

You may also reach the branch closest to you by calling us toll-free at 1-800-841-5949.



ORDER BY FAX*

Use the **Fax Order Form** on the last page of the menu. Fill out the form and fax it over to your local branch using the phone/fax numbers at the bottom of the order form. **Order for multiple locations at once** – fill out a separate form with corresponding addresses for each location and fax them over!

NEW! ORDER ONLINE AT [www.CustomCoffeePlan.com/ShopForYourOffice](http://WWW.CUSTOMCOFFEEPLAN.COM/ShopForYourOffice)

This is our new, e-mail based web ordering system. No credit/payment information required!

- Start an account online with your e-mail address, your own password, and your Custom Coffee Plan account number.
**Be sure to have your account number ready, it will be on your last invoice – If you need assistance locating your account number, please contact your local branch.*
- Go to www.CustomCoffeePlan.com and click on '**New Customer**' in the top right corner to start an online shopping account.
- Then go to the top right corner and select '**Products**' then click '**Shop For Your Office**'
- Enter your first order by adding items to your shopping cart - you will only need to enter your order manually one time. Search for products by name/description OR search for products by item number. *Must enter # before item number (Example #12345). Browse through our full catalog, available now – *see downloading instructions above.*
- Finish your order and hit send. The order will be e-mailed directly to your branch Customer Service Representative. Your online order receipt will be automatically e-mailed to you for your records. **All delivery procedures remain the same.*
- Sign on again to re-order. Go to the CustomCoffeePlan.com website, top right, and click on '**Returning Customer**'. It will ask you for your e-mail address and password – log on and shop!

FEATURES: '**Re-order Button**' for hassle free re-orders • '**Multiple Location Ordering**' - by using the same '**Billing Address**' and changing the '**Deliver to Address**' • **Inquire easily about other office coffee and water machines by using the 'Add to my Cart' button.**

We are committed to delivering 'Exceptional Full-Service!™' with each order, and would like to hear your thoughts on our service! If you have any feedback on our route personnel, quality of service and/or products, please e-mail our Customer Care Specialist, Louise Ceja at LCeja@customcoffeeplan.com.

**All delivery procedures will remain the same. Your order will be delivered on your next regularly scheduled route delivery, unless otherwise specified. Your route representative will leave a packing slip, the branch will bill from the packing slip and the invoice will be mailed from the branch. Please review your packing slip when your order is delivered, and direct all delivery/billing inquiries to your local branch and one of our Customer Service Representatives will be happy to assist you with all of your ordering needs. Custom Coffee Plan reserves the right to add and discontinue products at its discretion.*