



## HOW TO SIGN UP FOR FRESH JO!



1. Go to <http://www.westendcoffee.com>
2. At the top of the website, click “**Shop**” and choose the category of coffee you are looking to purchase.
3. Click on the coffee you would like to purchase.
4. Choose the **Bag Size** and **Grind Setting**.
5. Under the bag size/grind section there will be a choice to **Subscribe and Save 10%**.
6. Select your **Delivery Frequency** (this can be changed at any time) and click **Add to Cart**. This will enroll your account in **FRESH JO!**. There are never any obligations and you can cancel anytime! All future orders will automatically receive a **10% discount**.
7. On the next screen there will be an order review page to confirm the coffees you would like to purchase and the delivery frequency.
8. Click **Check Out** after reviewing all of your information.
9. The next screen will ask for your **Contact Email**, the **Delivery Method** (pick-up or ship) and **Shipping Address** information.
10. The next screen will show your information you just filled in. If you need to make any changes click **Return to Information**, otherwise click **Continue to Payment**.
11. The next screen is where you input your payment information. When you are finished click **Pay Now** button.
12. **The email address and password you use to place your order will be the email address and password you will use to log in with.**

The first order will process immediately for fulfillment. All future orders will process automatically depending on the shipping frequency you selected. You will receive an order reminder email three days before your next order is scheduled to process. This will give you time to cancel, edit, or change your order before it processes.

If you would like these orders shipped to you, we offer free shipping when orders are more than 6 LBS. Orders less than 6 LBS receive a **\$6.00 flat rate shipping charge**. If you prefer to pick up your orders at **450 Fairforest Way**, please select that option at time of check out (Delivery Method).

When you log into your account, you will be able to update your card information, edit your orders, change your order dates and pause your subscription if you are out of town. We are also able to make any changes to your account and/or orders. If you need assistance, please call **Customer Care at (864) 242-2810 Monday - Thursday 8:00 AM to 4:00 PM, Friday 8:00 AM to 12:00 PM** or email us at [info@westendcoffee.com](mailto:info@westendcoffee.com).

***Thank You for being a FRESH JO! Team Member!***