

Office use only
Placed Ordered: _____
Cards Sent: _____, _____
Email Sent: _____
Your initials: _____

Special Messages Order Form

Here is a great opportunity to send “a bit of home” to that special person who is away at Western New England University. Maybe Grandparents, Aunts and Uncles, a friend, or anyone you think of would like to do something nice. Send your *Special Message* now!

Just complete the order form and mail in **two weeks in advance** of the special day. We will take care of the rest! You may want to send one of the following messages:

Happy Birthday
Thinking of You
Miss you
Have a Nice Day

Happy Halloween
Happy Valentine’s Day
Happy St. Patrick’s Day
Congratulations

Complete the order form **now** while you are thinking about it. We will log it in our diary of *Special Messages* for the special day! **Keep in mind that orders can only be processed on days when classes are in session.** Students are informed by email and by campus mail that a *Special Message* is waiting for them at the Bakery (First floor of University Commons).

Please mail us your order form at least two weeks in advance!

Order placed by: _____

Student telephone: _____

Student name: _____

Mailstop: _____

Student email address: _____

Date needed: _____

Occasion: _____

**Orders are to be Picked Up
Monday thru Friday NO deliveries**

You can order one or more of the following:

CAKE _____ **CHOCOLATE CHIP COOKIES** _____

For cakes only, please complete the following:

Cake: Devil’s Food _____ Marble _____ White _____

Frosting: White _____ Chocolate _____

Size: 8” Round (feeds 8-10) _____ 10” Round (feeds 10-12) _____

Inscription on cake to read: _____

Special Message on card to read: _____

8” Round Cake: \$15 (feeds 8-10)

10” Round Cake: \$20 (feeds 10-12)

Cookies: \$20 for 30

Please make check payable to WNE Parents Association

Mail to: Western New England University/Parents Association
Vice President for Student Affairs and Dean of Students
1215 Wilbraham Road
Springfield, MA 01119-2684

For additional order forms or information, please contact our office at (413) 782-1282 or email Parents Association at: wneparentsassociation@wne.edu. To learn more about Parents Association please visit our website at wne.edu/parents

Thank you for your support!