

# Thank You!

Thank you for the opportunity to work with you this year. I am very proud of what our producing partners have achieved this year and be able to share their delicious coffees with you!

I wanted to share with you some important dates. As you may have noticed on our catalogue, this year, our coffees will be sent to The Annex, California, unless there are any changes given on any logistics or challenges that may present, we will take the best route to get your coffees to the US as soon as available for shipping. We are aiming a second week of June shipment so we would like to organize everything around these dates to get that coffee ready to be released to you as soon as possible:

- April 30<sup>th</sup>: Last days to confirm this year's orders. In the following page, I am adding a form in which you can add the coffees you are interested in for this year and the quantity so I may draw the paperwork for processing and getting your coffee into the US. Also, please let us know if you would like to talk about payment terms. Please fill out this form, scan it or take a picture, and you can send it to me via e-mail to [ana@terranegra.com](mailto:ana@terranegra.com) or upload it in the google forms on our webpage.
- May 15<sup>th</sup>: Last day to receive signed pre-shipment contracts. As soon as I receive your order confirmation form, I will generate your pre-shipment contract and we can revise it together if need be. After this, we will be processing, sorting, packing your coffee at the dry mill and working with our exporting partners to get all our coffees ready to go!
- Second week of June: Container departure from Guatemalan port! We are aiming to get the container ready for departure on the second week of June. With this departure, the container will arrive on the third week into LA Port. It takes around a week after that to get everything released and into The Annex Warehouse. Once all the coffees are sorted and ready to be released, I will send you the invoice with the payment terms. You have 1 month of free storage from the moment the coffee is ready at The Annex. If you need help coordinating shipping to your facility, please let me know so we can help you coordinate and consolidate it with other roasters. In case we are not able to ship to California, I will send you an update schedule for Houston or Seattle.

So these are the dates! Please let me know if you have any questions regarding the coffees and dates. I am so excited for this year and the opportunity to work together again! Thank you for your support and we hope you enjoy these coffees as much as we have!

Best wishes,

Cristy





# Green Bean

## Order Confirmation

Thank you for your interest in TerraNegra Coffee Imports!

Please mark the coffee you will be interested in purchasing this year. With this information, we can proceed to draw all the documents necessary to process and import your coffees. All coffees will be available at Costa Oro, Portland. If you need assistance in shipping to your warehouse, let us know and we can happily help you!

### Primary contact information

Business Name:

Full Name:

Customer ID:

### Order information

Please mark any that apply:

Additional storage time (We provide one month of free storage from the moment the coffee arrives to the Warehouse) If you need additional storage time, we will be sending you information for the Warehouse storage fees.

Estimated additional storage time needed: \_\_\_\_\_ months.

Revise payment terms (We offer 30 days credit from the date the coffee arrives to the Warehouse and you receive your invoice).

Please state payment terms needed and we will revise them and get back to you as soon as possible.

Consolidate Inland Shipping

Please confirm address you wish your coffee to be shipped to so we may consolidate with other roasters if needed.

### Coffee purchase confirmation 2026

Please write the information of the coffees you would like to purchase this year. Thank you!

Code Number	Farm / Lot	Quantity bags/box	Code Number	Farm / Lot	Quantity bags/box
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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