

CORPORATE  
**CATERING**  
CONCIERGE

If you do not receive a phone or email confirmation within 15 minutes,  
please call C3 at 866.677.3493 to confirm receipt of your order.

Please call for delivery time availability on same day orders.

## FAX COVER

FAX TO: 713.758.0125

To: Corporate Catering Concierge Date: \_\_\_\_\_

Fax: 713.758.0125 Pages: \_\_\_\_\_ with cover

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_ Floor/ Suite: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Number of people you will be serving: \_\_\_\_\_

Payment By:  Check  AMEX  Visa  MCard

Time Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVV: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Sweet Timez Bakery

### PLATES AND UTENSILS

\_\_\_\_\_ **Plates, Napkins, Utensils & Serving Utensils** **\$0.4**

Please include the number of guests you will be serving. We will provide the appropriate number of service items for your meal.

### CELEBRATION PACKAGES

\_\_\_\_\_ **Mini Cake & 12 Cupcakes Package** **\$79.99**

(Serves 16) Your choice of mini cake and an assortment of 12 large cupcakes.

\_\_\_\_\_ **Mini Cake & 8 Cupcakes Package** **\$62.95**

(Serves 12) Your choice of mini cake and an assortment of 8 large cupcakes.

\_\_\_\_\_ **Mini Cake & 6 Cupcakes Package** **\$54.95**

(Serves 10) Your choice of mini cake and an assortment of 6 large cupcakes.

\_\_\_\_\_ **Mini Cake & 4 Cupcakes Package** **\$42.95**

(Serves 8) Your choice of mini cake and an assortment of 4 large cupcakes.

### CUPCAKES

\_\_\_\_\_ **Large Cupcakes (12)** **\$49.95**

### COOKIES AND BROWNIES

\_\_\_\_\_ **Gourmet Cookies (Small)** **\$11.95**

(4 cookies)

_____ <b>Gourmet Cookies (Medium)</b> (8 cookies)	<b>\$21.95</b>
_____ <b>Gourmet Cookies (Large)</b> (12 cookies)	<b>\$29.95</b>
_____ <b>Brownies (Medium)</b> (4 brownies)	<b>\$21.95</b>
_____ <b>Brownies (Large)</b> (6 brownies)	<b>\$29.95</b>
_____ <b>Brownies (Small)</b> (2 brownies)	<b>\$11.95</b>

## **CAKES**

_____ <b>6 Inch Cake</b> **Contact C3 for pricing** (Serves 8-10)	<b>\$0</b>
_____ <b>Sheet Cake (Quarter Sheet)</b> **Contact C3 for pricing** (Serves 24)	<b>\$0</b>
_____ <b>8 Inch Cake</b> **Contact C3 for pricing** (Serves 14-28)	<b>\$0</b>
_____ <b>10 Inch Cake</b> **Contact C3 for pricing** (Serves 21-42)	<b>\$0</b>
_____ <b>12 Inch Cake</b> **Contact C3 for pricing** (Serves 28-56)	<b>\$0</b>
_____ <b>14 Inch Cake</b> **Contact C3 for pricing** (Serves 41-82)	<b>\$0</b>

\_\_\_\_\_ **Sheet Cake (Half Sheet)** **\$0**  
\*\*Contact C3 for pricing\*\* (Serves 48)

\_\_\_\_\_ **Sheet Cake (Full Sheet)** **\$0**  
\*\*Contact C3 for pricing\*\* (Serves 96)

## **SPECIALTY CAKES**

\_\_\_\_\_ **Banana Pudding Cake (6 Inch)** **\$45**  
(Serves 8-10) Banana cake with a banana pudding and vanilla wafer filling, topped with cream cheese and a vanilla wafer.

\_\_\_\_\_ **Banana Pudding Cake (8 Inch)** **\$65**  
(Serves 14-28) Banana cake with a banana pudding and vanilla wafer filling, topped with cream cheese and a vanilla wafer.

\_\_\_\_\_ **Banana Pudding Cake (10 Inch)** **\$85**  
(Serves 21-42) Banana cake with a banana pudding and vanilla wafer filling, topped with cream cheese and a vanilla wafer.

\_\_\_\_\_ **Banana Pudding Cake (12 Inch)** **\$115**  
(Serves 28-56) Banana cake with a banana pudding and vanilla wafer filling, topped with cream cheese and a vanilla wafer.

\_\_\_\_\_ **Banana Pudding Cake (14 Inch)** **\$145**  
(Serves 41-82) Banana cake with a banana pudding and vanilla wafer filling, topped with cream cheese and a vanilla wafer.

\_\_\_\_\_ **Banana Pudding Cake (Half Sheet)** **\$135**  
(Serves 48) Banana cake with a banana pudding and vanilla wafer filling, topped with cream cheese and a vanilla wafer.

\_\_\_\_\_ **Banana Pudding Cake (Full Sheet)** **\$220**  
(Serves 96) Banana cake with a banana pudding and vanilla wafer filling, topped with cream cheese and a vanilla wafer.

_____ <b>Butter &amp; Pecan Cake (6 Inch)</b>	<b>\$45</b>
(Serves 8-10) Vanilla cake with cream cheese icing and pecan pie bites.	
_____ <b>Butter &amp; Pecan Cake (8 Inch)</b>	<b>\$65</b>
(Serves 14-28) Vanilla cake with cream cheese icing and pecan pie bites.	
_____ <b>Butter &amp; Pecan Cake (10 Inch)</b>	<b>\$90</b>
(Serves 21-42) Vanilla cake with cream cheese icing and pecan pie bites.	
_____ <b>Butter &amp; Pecan Cake (12 Inch)</b>	<b>\$110</b>
(Serves 28-56) Vanilla cake with cream cheese icing and pecan pie bites.	
_____ <b>Butter &amp; Pecan Cake (14 Inch)</b>	<b>\$145</b>
(Serves 41-82) Vanilla cake with cream cheese icing and pecan pie bites.	
_____ <b>Butter &amp; Pecan Cake (Quarter Sheet)</b>	<b>\$95</b>
(Serves 24) Vanilla cake with cream cheese icing and pecan pie bites.	
_____ <b>Butter &amp; Pecan Cake (Half Sheet)</b>	<b>\$135</b>
(Serves 48) Vanilla cake with cream cheese icing and pecan pie bites.	
_____ <b>Butter &amp; Pecan Cake (Full Sheet)</b>	<b>\$220</b>
(Serves 96) Vanilla cake with cream cheese icing and pecan pie bites.	
_____ <b>Carrot Cake (6 Inch)</b>	<b>\$50</b>
(Serves 8-10)	
_____ <b>Carrot Cake (8 Inch)</b>	

(Serves 14-28)	<b>\$75</b>
_____ <b>Carrot Cake (10 Inch)</b>	<b>\$110</b>
(Serves 21-42)	
_____ <b>Carrot Cake (12 Inch)</b>	<b>\$125</b>
(Serves 28-56)	
_____ <b>Carrot Cake (14 Inch)</b>	<b>\$155</b>
(Serves 41-82)	
_____ <b>Carrot Cake (Half Sheet)</b>	<b>\$135</b>
(Serves 48)	
_____ <b>Carrot Cake (Full Sheet)</b>	<b>\$220</b>
(Serves 96)	
_____ <b>German Chocolate Cake (6 Inch)</b>	<b>\$50</b>
(Serves 8-10)	
_____ <b>German Chocolate Cake (8 Inch)</b>	<b>\$75</b>
(Serves 14-28)	
_____ <b>German Chocolate Cake (10 Inch)</b>	<b>\$110</b>
(Serves 21-42)	
_____ <b>German Chocolate Cake (12 Inch)</b>	<b>\$125</b>
(Serves 28-56)	
_____ <b>German Chocolate Cake (14 Inch)</b>	<b>\$160</b>
(Serves 41-82)	
_____ <b>German Chocolate Cake (Quarter Sheet)</b>	<b>\$95</b>
(Serves 24)	

_____ <b>German Chocolate Cake (Half Sheet)</b> (Serves 48)	<b>\$135</b>
_____ <b>German Chocolate Cake (Full Sheet)</b> (Serves 96)	<b>\$220</b>
_____ <b>Italian Cream Cake (6 Inch)</b> (Serves 8-10) Vanilla cake topped with roasted coconut and pecans.	<b>\$50</b>
_____ <b>Italian Cream Cake (8 Inch)</b> (Serves 14-28) Vanilla cake topped with roasted coconut and pecans.	<b>\$75</b>
_____ <b>Italian Cream Cake (10 Inch)</b> (Serves 21-42) Vanilla cake topped with roasted coconut and pecans.	<b>\$110</b>
_____ <b>Italian Cream Cake (12 Inch)</b> (Serves 28-56) Vanilla cake topped with roasted coconut and pecans.	<b>\$125</b>
_____ <b>Italian Cream Cake (14 Inch)</b> (Serves 41-82) Vanilla cake topped with roasted coconut and pecans.	<b>\$160</b>
_____ <b>Italian Cream Cake (Quarter Sheet)</b> (Serves 24) Vanilla cake topped with roasted coconut and pecans.	<b>\$95</b>
_____ <b>Italian Cream Cake (Half Sheet)</b> (Serves 48) Vanilla cake topped with roasted coconut and pecans.	<b>\$135</b>
_____ <b>Italian Cream Cake (Full Sheet)</b>	

(Serves 96) Vanilla cake topped with roasted coconut and pecans. **\$220**

\_\_\_\_\_ **Peach Cobbler Surprise Cake (6 Inch)** **\$50**

(Serves 8-10) Vanilla cake filled and topped with peach cobbler with cream cheese icing.

\_\_\_\_\_ **Peach Cobbler Surprise Cake (8 Inch)** **\$75**

(Serves 14-28) Vanilla cake filled and topped with peach cobbler with cream cheese icing.

\_\_\_\_\_ **Peach Cobbler Surprise Cake (10 Inch)** **\$110**

(Serves 21-42) Vanilla cake filled and topped with peach cobbler with cream cheese icing.

\_\_\_\_\_ **Peach Cobbler Surprise Cake (12 Inch)** **\$125**

(Serves 28-56) Vanilla cake filled and topped with peach cobbler with cream cheese icing.

\_\_\_\_\_ **Peach Cobbler Surprise Cake (14 Inch)** **\$155**

Vanilla cake filled and topped with peach cobbler with cream cheese icing (SERVES 41-82)

\_\_\_\_\_ **Peach Cobbler Surprise Cake (Quarter Sheet)** **\$95**

(Serves 24) Vanilla cake filled and topped with peach cobbler with cream cheese icing.

\_\_\_\_\_ **Peach Cobbler Surprise Cake (Half Sheet)** **\$135**

(Serves 48) Vanilla cake filled and topped with peach cobbler with cream cheese icing.

\_\_\_\_\_ **Peach Cobbler Surprise Cake (Full Sheet)** **\$220**

(Serves 96) Vanilla cake filled and topped with peach cobbler with cream cheese icing.

\_\_\_\_\_ **Strawberry Delight Cake (6 Inch)**



(Serves 8-10) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle.	<b>\$45</b>
<b>_____ Red Velvet Oreo Cake (6 Inch)</b>	<b>\$45</b>
(Serves 8-10) Red velvet cake with cookies and cream icing.	
<b>_____ Red Velvet Oreo Cake (8 Inch)</b>	<b>\$62.5</b>
(Serves 14-28) Red velvet cake with cookies and cream icing.	
<b>_____ Red Velvet Oreo Cake (10 Inch)</b>	<b>\$87.5</b>
(Serves 21-42) Red velvet cake with cookies and cream icing.	
<b>_____ Red Velvet Oreo Cake (12 Inch)</b>	<b>\$115</b>
(Serves 28-56) Red velvet cake with cookies and cream icing.	
<b>_____ Red Velvet Oreo Cake (14 Inch)</b>	<b>\$125</b>
(Serves 41-82) Red velvet cake with cookies and cream icing.	
<b>_____ Red Velvet Oreo Cake (Quarter Sheet)</b>	<b>\$95</b>
(Serves 24) Red velvet cake with cookies and cream icing.	
<b>_____ Red Velvet Oreo Cake (Half Sheet)</b>	<b>\$135</b>
(Serves 48) Red velvet cake with cookies and cream icing.	
<b>_____ Red Velvet Oreo Cake (Full Sheet)</b>	<b>\$220</b>
(Serves 96) Red velvet cake with cookies and cream icing.	
<b>_____ Rum Pound Cake (6 Inch)</b>	<b>\$50</b>
(Serves 8-10)	
<b>_____ Rum Pound Cake (8 Inch)</b>	<b>\$75</b>
(Serves 14-28)	
<b>_____ Rum Pound Cake (10 Inch)</b>	<b>\$110</b>
(Serves 21-42)	

_____ <b>Rum Pound Cake (12 Inch)</b> (Serves 28-56)	<b>\$125</b>
_____ <b>Rum Pound Cake (14 Inch)</b> (Serves 41-82)	<b>\$160</b>
_____ <b>Rum Pound Cake (Half Sheet)</b> (Serves 48)	<b>\$135</b>
_____ <b>Rum Pound Cake (Full Sheet)</b> (Serves 96)	<b>\$220</b>
_____ <b>Strawberry Crunch Cake (6 Inch)</b> (Serves 8-10) Strawberry cake with cream cheese icing, vanilla buttercream icing, crunch coating, and finished with a strawberry slice and Nilla wafers.	<b>\$45</b>
_____ <b>Strawberry Crunch Cake (8 Inch)</b> (Serves 14-28) Strawberry cake with cream cheese icing, vanilla buttercream icing, crunch coating, and finished with a strawberry slice and Nilla wafers.	<b>\$65</b>
_____ <b>Strawberry Crunch Cake (10 Inch)</b> (Serves 21-42) Strawberry cake with cream cheese icing, vanilla buttercream icing, crunch coating, and finished with a strawberry slice and Nilla wafers.	<b>\$85</b>
_____ <b>Strawberry Crunch Cake (12 Inch)</b> (Serves 28-56) Strawberry cake with cream cheese icing, vanilla buttercream icing, crunch coating, and finished with a strawberry slice and Nilla wafers.	<b>\$125</b>
_____ <b>Strawberry Crunch Cake (14 Inch)</b> (Serves 41-82) Strawberry cake with cream cheese icing, vanilla buttercream icing, crunch coating, and finished with a strawberry slice and Nilla wafers.	<b>\$145</b>

\_\_\_\_\_ **Strawberry Crunch Cake (Quarter Sheet)** **\$95**

(Serves 24) Strawberry cake with cream cheese icing, vanilla buttercream icing, crunch coating, and finished with a strawberry slice and Nilla wafers.

\_\_\_\_\_ **Strawberry Crunch Cake (Half Sheet)** **\$135**

(Serves 48) Strawberry cake with cream cheese icing, vanilla buttercream icing, crunch coating, and finished with a strawberry slice and Nilla wafers.

\_\_\_\_\_ **Strawberry Crunch Cake (Full Sheet)** **\$220**

(Serves 96) Strawberry cake with cream cheese icing, vanilla buttercream icing, crunch coating, and finished with a strawberry slice and Nilla wafers.

\_\_\_\_\_ **Strawberry Delight Cake (8 Inch)** **\$65**

(Serves 14-28) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle.

\_\_\_\_\_ **Strawberry Delight Cake (10 Inch)** **\$85**

(Serves 21-42) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle.

\_\_\_\_\_ **Strawberry Delight Cake (12 Inch)** **\$125**

(Serves 28-56) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle.

\_\_\_\_\_ **Strawberry Delight Cake (14 Inch)** **\$145**

(Serves 41-82) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle.

\_\_\_\_\_ **Strawberry Delight Cake (Quarter Sheet)** **\$95**

(Serves 24) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle.

\_\_\_\_\_ **Strawberry Delight Cake (Half Sheet)**

(Serves 48) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle. **\$135**

\_\_\_\_\_ **Strawberry Delight Cake (Full Sheet)** **\$220**

(Serves 96) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle.

## **MINI CAKES**

\_\_\_\_\_ **Chocolate Oreo Mini Cake** **\$15**

(Serves 4) Chocolate cake topped with chocolate buttercream icing, Oreo cookies, and chocolate drizzle.

\_\_\_\_\_ **Classic White Mini Cake** **\$15**

(Serves 4) Vanilla cake topped with vanilla buttercream icing.

\_\_\_\_\_ **Classic Dark Chocolate Mini Cake** **\$15**

(Serves 4) Chocolate cake with chocolate buttercream icing.

\_\_\_\_\_ **Extreme Chocolate Silk Mini Cake** **\$15**

(Serves 4) Chocolate cake with cream cheese icing, Heath candy crumbles, and chocolate drizzle.

\_\_\_\_\_ **Brownie Funday Mini Cake** **\$15**

(Serves 4) Chocolate cake with brownie bits, chocolate, and caramel drizzle.

\_\_\_\_\_ **Chocolate Turtle Mini Cake** **\$15**

(Serves 4) Chocolate cake topped with chocolate buttercream icing, pecans, chocolate, and caramel drizzle.

\_\_\_\_\_ **Lemon Burst Mini Cake** **\$15**

(Serves 4) Vanilla cake with lemon filling and topped with cream cheese icing.

\_\_\_\_\_ **Banana Pudding Delight Mini Cake**

(Serves 4) Banana cake filled with banana pudding filling and topped with cream cheese icing and vanilla wafers. **\$15**

**\_\_\_\_\_ Carrot & Caramel Mini Cake **\$15****

(Serves 4) Old-fashioned carrot cake topped with cream cheese icing, pecans, and caramel drizzle.

**\_\_\_\_\_ Vanilla & Chocolate Mini Cake **\$15****

(Serves 4) Vanilla cake topped with chocolate buttercream icing.

**\_\_\_\_\_ German Chocolate Mini Cake **\$15****

(Serves 4)

**\_\_\_\_\_ Chocolate Silk Mini Cake **\$15****

(Serves 4) Chocolate cake with cream cheese icing and chocolate drizzle.

**\_\_\_\_\_ Cookies & Cream Mini Cake **\$15****

(Serves 4) Vanilla cake with cookies & creme icing.

**\_\_\_\_\_ Italian Cream Mini Cake **\$15****

(Serves 4) Vanilla cake topped with roasted coconut and pecans.

**\_\_\_\_\_ Peach Cobbler Surprise Mini Cake **\$15****

(Serves 4) Vanilla cake filled and topped with peach cobbler and cream cheese icing.

**\_\_\_\_\_ Butter & Pecan Mini Cake **\$15****

(Serves 4) Vanilla cake with pecan pie bites and cream cheese icing.

**\_\_\_\_\_ Sock It To Me Mini Cake **\$15****

(Serves 4) Spice cake with pecans and topped with cream cheese icing.

\_\_\_\_\_ **Coco Temptation Mini Cake** **\$15**  
(Serves 4) Vanilla cake with pineapple filling and topped with cream cheese icing and coconut shavings.

\_\_\_\_\_ **Classy Red Mini Cake** **\$15**  
(Serves 4) Red velvet cake with cream cheese icing.

\_\_\_\_\_ **Strawberry Delight Mini Cake** **\$15**  
(Serves 4) Strawberry cake topped with cream cheese icing, sliced strawberries, and raspberry drizzle.

## **MINI CHEESECAKES**

\_\_\_\_\_ **Red Velvet Mini Cheesecake** **\$15.49**  
(Serves 4) Cheesecake with red velvet crumbles.

\_\_\_\_\_ **Banana Pudding Mini Cheesecake** **\$15.49**  
(Serves 4) Banana pudding filling and vanilla wafer crumbles.

\_\_\_\_\_ **Peach Cobbler Mini Cheesecake** **\$15.49**  
(Serves 4) Cheesecake with peach cobbler topping.

\_\_\_\_\_ **Strawberry Mini Cheesecake** **\$15.49**  
(Serves 4) Cheesecake with fresh sliced strawberries and fruity drizzle.

\_\_\_\_\_ **Original Mini Cheesecake** **\$15.49**  
(Serves 4) Original cheesecake with a buttery graham cracker crust.

\_\_\_\_\_ **Chocolate Turtle Mini Cheesecake** **\$15.49**  
(Serves 4) Cheesecake with pecans, caramel, and chocolate drizzle.

\_\_\_\_\_ **Butter Pecan Mini Cheesecake**

(Serves 4) Cheesecake with pecan pie crumbles and caramel drizzle. **\$15.49**

\_\_\_\_\_ **Brownie Mini Cheesecake** **\$15.49**

(Serves 4) Cheesecake with brownie bites and chocolate drizzle.

\_\_\_\_\_ **Chocolate Oreo Mini Cheesecake** **\$15.49**

(Serves 4) Cheesecake with Oreo pieces and chocolate drizzle.

## **COBBLERS AND PUDDINGS**

\_\_\_\_\_ **Peach Cobbler** **\$54.99**

(Serves 15)

\_\_\_\_\_ **Blackberry Cobbler** **\$54.99**

(Serves 15)

\_\_\_\_\_ **Pudding** **\$45.99**

(Serves 15)

\_\_\_\_\_ **Pudding Cups (6)** **\$59**

\_\_\_\_\_ **Pudding Cups (12)** **\$99**

## **SEASONAL SPECIALS**

\_\_\_\_\_ **Holiday Decorated Cupcakes (6)** **\$34.99**

\_\_\_\_\_ **Holiday Decorated Cupcakes (12)** **\$59.99**

\_\_\_\_\_ **Cookie & Brownie Platter (Medium)** **\$39.99**

(Serves 4) An assortment of our gourmet cookies (4) and brownies (4).

_____ <b>Cookie &amp; Brownie Platter (Large)</b>	<b>\$59.99</b>
(Serves 8) A special display of our gourmet cookies (8) and brownies (8) ready for your holiday table.	
_____ <b>Cookie Platter (Medium)</b>	<b>\$29.99</b>
(Serves 6) A special display of our gourmet cookies (6) ready for your holiday table.	
_____ <b>Cookie Platter (Large)</b>	<b>\$49.99</b>
(Serves 12) A special display of our gourmet cookies (12) ready for your holiday table.	
_____ <b>Sweet Potato Pie</b>	<b>\$20.99</b>
(Serves 8)	
_____ <b>Pumpkin Pie</b>	<b>\$27.99</b>
(Serves 8)	
_____ <b>Pecan Pie</b>	<b>\$29.99</b>
(Serves 8)	
_____ <b>Lemon Pie</b>	<b>\$27.99</b>
(Serves 8)	
_____ <b>Chocolate Silk Pie</b>	<b>\$29.99</b>
(Serves 8)	
_____ <b>Cherry Pie</b>	<b>\$27.99</b>
(Serves 8)	
_____ <b>Buttermilk Pie</b>	<b>\$27.99</b>
(Serves 8)	
_____ <b>Apple Pie</b>	<b>\$27.99</b>
(Serves 8)	



## CUSTOM DECOR

_____ Edible Glitter	\$15
_____ Sprinkles	\$10
_____ Chocolate Drip	\$25

## BEVERAGES

_____ Coke (12 oz. can)	\$1.5
_____ Diet Coke (12 oz. can)	\$1.5
_____ Sprite (12 oz.can)	\$1.5
_____ Bottled Water	\$1.5

## EXTRAS

_____ Catering Service Agreement	\$0
----------------------------------	-----

TO CONFIRM AND FINALIZE YOUR EVENT: The catering agreement must be signed to confirm the booking of your event. Please print this order and initial each page and either fax back to 713.758.0125 or

_____ Catering Service Agreement - Wedding & Holiday Events	\$0
---	-----

TO CONFIRM AND FINALIZE YOUR EVENT: The catering agreement must be signed to confirm the booking of your event. Please print this order and initial each page and either fax back to 713.758.0125 or