

MAILING SERVICE INFORMATION

FOLLOW THESE STEPS AND WE'LL DO THE REST!

INSTRUCTION

1. Recipient lists need to be created in an Excel file in the correct format (i.e. Each item of the address, including city, state, and zip should be in a separate column). An Excel spreadsheet template is available to download at richwrap.com.
2. Lists should be submitted to Liz@richwrap.com.
3. Be sure to indicate which ensemble you wish to have sent. If you are sending more than one style of ensemble, have the lists and insert cards clearly grouped for each style.
4. You may want a portion of your order shipped directly to your home or office. Please specify a desired ship date for this part of your order. The mailing service fee will not be assessed on these items.
5. You may provide your own insert card to be placed in the mailing sleeve of each ensemble to identify whom it came. This can be a business card, greeting card, letter, etc. The only limitation is that one dimension of the card/letter must be 5 inches or less. For your convenience, we offer insert cards that can be printed with your company name and/or salesman's name for an additional cost of \$0.20 per card. Insert card options are available for review at richwrap.com.

PRICING

- \$0.80 per ensemble, plus shipping, for recipient lists sent electronically via email or disc in an Excel file submitted in the correct format (ie. Each item of the address, including city, state and zip, should be in a separate column).
- \$1.00 per ensemble, plus shipping, for lists submitted which need to be typed or manipulated by RichWrap to conform to the acceptable Excel format as described above.

HELPFUL INFORMATION

- If you are sending ensembles from more than one person in your company, and each person wants a personal insert card, be sure to group list and corresponding insert cards together in such a way that they do not get mixed.
- Indicate the approximate week you want the ensembles to be sent. From our experience, the most preferable time is during or right after Thanksgiving week. Please indicate if ensembles must be received prior to Thanksgiving.

WE WANT TO MAKE YOUR GIFT PROGRAM AS CONVENIENT AND EFFECTIVE AS POSSIBLE!