

### Customer Information

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

### Mailing Service

- NO THANKS!     ALL     PARTIAL

ORDER SHIP WEEK \_\_\_\_\_ (IF) BULK ORDER SHIP WEEK \_\_\_\_\_

### Wrapping Paper

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Diplomat (4 Rolls)			
Everyday Diplomat (4 Rolls)			
Foil Diplomat (4 Rolls)			
Statesman (6 Rolls)			
Foil Statesman (6 Rolls)			
Hanukkah Statesman (6 Rolls)			
Executive (9 Rolls)			
Foil Executive (9 Rolls)			
Envoy (9 Rolls)			
Everyday (9 Rolls)			
VIP (12 Rolls)			
Foil VIP (12 Rolls)			
Entourage			

### Shipping Information

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

### Customization

- PICK YOUR OWN PAPER (250 MINIMUM OF THE SAME BOX)
- HOT STAMP LIDS (100 MINIMUM OF THE SAME BOX)

### Additional Items

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Gift Bags			
Hot Stamp Lids			

### Insert Cards

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Happy Holidays			
A Gift of Gratitude			

**COPY TO BE PRINTED ON INSERT CARD:**

**TOTAL PRICE (SHIPPING AND APPLICABLE TAX NOT INCLUDED)**

### What are acceptable payment methods?

Richwrap gladly accepts Corporate Purchase Orders, checks, ACH and credit cards as forms of payment for orders. Please indicate below which form of payment is preferred.

### Payment Methods

PURCHASE ORDER PO # \_\_\_\_\_  CREDIT CARD  CHECK  ACH

### Billing Information

\_\_\_\_\_  
FIRST NAME LAST NAME

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
PHONE

### Credit Card Information\*

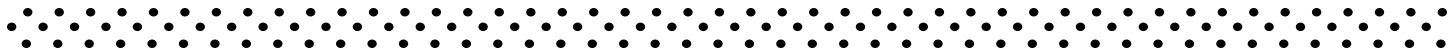
**\*ALL NEW CUSTOMERS MUST SUBMIT CREDIT CARD INFORMATION AT THE TIME THE ORDER IS PLACED TO SECURE THE ORDER.**

*Fees may apply on larger orders. For questions contact RichWrap directly.*

\_\_\_\_\_  
CARD NUMBER

\_\_\_\_\_  
EXP. DATE CVC

\_\_\_\_\_  
SIGNATURE



## Frequently Asked Questions

### When will my credit card be charged?

Credit cards will not be charged until the entire order ships complete and all applicable shipping charges have been applied. Please note: Additional fees MAY apply for credit card payments. Please contact Richwrap directly for more information.

### How are RichWrap Giftwrap Ensembles shipped?

For customers who want to do their own distribution, ensembles are bulk shipped in master cartons to one or more locations via FedEx ground or LTL truck. We can ship third-party FedEx or truck if preferable. For customers who want a more hassle-free experience, RichWrap offers a convenient mailing service. Shipping is done via FedEx ground, FedEx Smartpost or through the US Postal Service depending on

ensemble and destination. Visit our “Mailing” section on our website or contact [liz@richwrap.com](mailto:liz@richwrap.com) to get more information. A combination of both bulk shipping and mailing service is available as well.

### Is shipping included in the price?

No. Many retailers will work shipping into their pricing in order to provide “free shipping”. Due to the many ways RichWrap can be shipped, wide range of quantities and destinations in which the ensembles are shipped, it is not appropriate to factor shipping costs into the price of the product. We do make every effort and go far and beyond to find the lowest and most efficient shipping method as well as happily ship ensembles on third-party accounts. We have a very long and strong relationship with FedEx and, together, are diligent in keeping shipping costs down.