

### Customer Information

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

STREET \_\_\_\_\_

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

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

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

### Shipping Information

If using mailing service or shipping to more than one address, please send your list of addresses separately in the approved Excel format.

Do NOT fill out a separate order forms for each individual recipient as they will not be accepted.

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

STREET \_\_\_\_\_

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

PHONE \_\_\_\_\_

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

### Wrapping Paper Ensembles

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)			
Envoy (9 Rolls)			
Everyday (9 Rolls)			

### When would you like your order to ship?

WEEK OF \_\_\_\_\_

Will you be using our convenient mailing service, letting us do the drop shipping for you, or should we bulk ship?

MAILING SERVICE     BULK     BOTH

### Insert Cards

Do you want insert cards?

YES     NO

If you are utilizing mailing service and have a bulk portion, would you like insert cards with the bulk portion?

YES     NO

Please note that the insert cards for bulk orders will not be inserted in each ensemble but will be shipped altogether to be inserted by the customer.

### Additional Items

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Hot Stamp Lids (100 minimum of the same box)			

*Insert cards cannot be personalized to the recipient.*

The insert card can be view at [richwrap.com/insertcard](http://richwrap.com/insertcard)

<b>TOTAL PRICE</b> (SHIPPING AND APPLICABLE TAX NOT INCLUDED)	
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### 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

\_\_\_\_\_  
EMAIL

### Credit Card Information\*

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

A 3% fee will be incurred for any order paid with AMEX.

\_\_\_\_\_  
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: A 3% fee will be incurred for any order paid with AMEX. 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 via FedEx Ground, Fed Ex Ground Economy, or LTL Truck. We offer free shipping on bulk orders over \$1,500 when shipping to one location. For customers who want a more hassle-free experience, RichWrap offers a convenient mailing service. Shipping is done via Fed Ex Ground Economy. 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?

RichWrap offers free shipping on bulk orders, over \$1,500 shipping to one location. For those customers who utilize our mailing service, we charge a flat rate of \$8.95 plus \$.80 service fee for all individually shipped ensembles. 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.