

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.

Insert cards cannot be personalized to the recipient.

Additional Items

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

The insert card can be view at richwrap.com/insertcard

TOTAL PRICE (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 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.