

## Instructions

Lists MUST be received two weeks prior to your desired ship week and no later than November 15th to guarantee the flat rate shipping rate.

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/mailling](http://richwrap.com/mailling).
2. Lists should be submitted via email to [liz@richwrap.com](mailto: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 \$.20 per card. Insert card is available to review at [richwrap.com/insertcard](http://richwrap.com/insertcard). For those customers who order insert cards for bulk orders, please note that the insert cards will not be inserted in each ensemble but will be shipped altogether to be inserted by the customer. *This does not apply to orders being shipped through our mailing service to individual addresses.*

## Pricing

- \$.80 per ensemble drop shipped through our mailing service. List must be sent electronically via email to [liz@richwrap.com](mailto:liz@richwrap.com) in the proper Excel format (ie. each of the following must be in their own column: Name, address, city, state, zip code).
- Flat rate shipping of \_\_\_\_\_ plus \$.80 service fee for all individually shipped ensembles via FedEx Ground Economy.

## 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 week you want your order to ship. From our experience, the most preferable time is the week before, during or right after Thanksgiving. Keep in mind, we must receive your list 2 weeks prior to your desired ship week and no later than November 15th to get the flat rate shipping rate.

**We want to make your gift program as convenient and effective as possible!**

Any questions? Contact us today at 630-365-6220 or send us a message at [liz@richwrap.com](mailto:liz@richwrap.com).