

Hallmark Retail Corporate Store Group
DOMESTIC ROUTING - CSG DISTRIBUTION CENTER - Store# 9998
Effective Dates: 8/1/2009 - 12/31/2009

This routing guide was developed to help manage unnecessary costs and to increase receiving efficiencies at our DISTRIBUTION CENTER (store #s 9998). We appreciate your participation in this process.

PLEASE READ:

Carton & Weight shipment threshold has changed!

New shipment routing tool **must be used** for any shipment greater than
150 lbs. or 10 cartons. (Page 2)

Addresses for the CSG distribution center is follows:

9998 - Hallmark Acct# 66759
Hallmark Retail Inc - CSG Distribution Center #9998
8600 NE Underground Dr, Pillar 216
Kansas City, MO 64161

NOTE: Shipments **MUST** be kept separate (i.e., Purchase order, bill of lading, packing list, invoicing).

CARTON/SHIPMENT LABELING REQUIREMENTS

Carton Label:

1. Vendor Name
2. Item Number
3. PO #
4. Carton Quantity
5. Carton ____ of ____ (Example: Carton 2 of 25)

Pallet Label:

1. Pallet ____ of ____
2. Number of Cases per Item Number
3. Total Number of Cases per Pallet
4. Label Indicating "MIXED ITEMS ON PALLET", if applicable.

PARCEL SHIPMENTS under 150 pounds -OR- 10 cartons or less

Ship FEDEX GROUND COLLECT.

Hallmark's dedicated FedEx Customer Service Representative is **Grant Gilliland @ (412) 859-2053**, email address: GRANT.GILLILAND@FEDEX.COM.

Please contact FedEx Ground Customer Service directly at (800) 231-9219 for barcode supplies and instructions on getting set up to ship COLLECT. Ask the FedEx representative for shipping supplies needed for Hallmark Retail - Corporate Store Group. No account/shipper # should be necessary to ship to us. FedEx Ground will furnish COLLECT shipping barcode labels for your use, which may take 2-3 weeks to arrive.

Do not prepay and add freight charges to your merchandise invoice. Shipments are to be sent FOB destination.

NOTE: If you have a FedEx, or 3rd party, shipping system you may ship FedEx Ground Collect to us via this method instead of the peel and stick labels described above.

SHIPMENTS over 150 pounds -OR- greater than 10 cartons

All shipments greater than 150 pounds can be handled via Hallmark's Global Transportation shipment visibility tool at the following web address - <HTTPS://TM.SOLUTIONS.LNOS.COM/RST/DEFAULT.ASP>. If you have any questions, contact Hallmark's Global Transportation department @ (800) 843-5160 or transportation@hallmark.com. A unique user ID and password will be assigned for each vendor.

NOTE: It is critical that the following information be entered when posting a shipment on the visibility tool above:

- Purchase Order (PO#). If more than one, please separate by a comma
- Bill of lading must be marked for "24 HR NOTICE REQUIRED BEFORE DELIVERY; Call 816-459-4866 ext. 22"

This will allow various parties within Hallmark Retail to monitor the shipments inbound to the DC.

AIRFREIGHT

Airfreight is not allowed unless authorized per our Buyer. If airfreight is authorized, please use FedEx Express for any shipment less than 150 lbs. and within FedEx published size and weight restrictions. Shipments that exceed these restrictions should be shipped via AFC Worldwide Express* at 1-800-274-2329.

***Hawaii shipments greater than 150 lbs:** Ship via Lynden Air Freight at 816-472-0882.

ADVANCED SHIPPING NOTIFICATION (ASN)

Please send a copy of the packing slip and shipment notification for all DC shipments that go via FedEx Ground to the following email address: CSG_LOGISTICS@HALLMARK.COM or fax #: (816)459-4937. The shipment notice should include PO#, carrier name, ship date and tracking/Pro#.

If you have specific routing questions or need an updated store listing, please send an email to the following location: CSG_LOGISTICS@HALLMARK.COM.