

## EMPLOYEE CARD SHOP HALLMARK HEADQUARTERS

### ORNAMENTS

The employee discount privilege is for Retirees and immediate family members (spouse, domestic partner, and retiree's unmarried dependent children living at home). Hallmark's employee discount policy prohibits using the discount for other people; and prohibits reselling merchandise purchased at a discount, including purchases for which you are reimbursed by an organization.

The Card Shop Employees will follow all CDC recommended Safety Measure Protocols that are currently in place. These plans are made to keep the Card Shop Employees and the Retirees safe.

The Employee Card Shop is currently closed due to Covid 19. However, a few employees are working and product can be ordered and shipped to you.

#### Ornaments:

[Click here to view the 2020 Dream Book.](#)

[Click here for the Wish List.](#)

Below are the steps that need to happen to insure we fulfill your order properly:

1. Make your quantity selection of the ornaments on the Keepsake Wish List order form. If unable to complete on the wish list please include stock numbers.
2. Please do **NOT** highlight anything because we use highlighting in our processing system.
3. Add your name, address, phone number(s), and email address
4. We must speak with you to collect credit card information in order to protect your personal information.
5. Email, fax or mail in your selections (no phone orders please)

**We are only able to ship orders (no local pick up).**

The following is a chart reflecting charges for Ground shipments based on number of ornaments purchased.

# of Items	Shipping Charge		# of Items	Shipping Charge
1 – 25	\$15		101 – 125	\$69
26 - 50	\$28		126 – 150	\$83
51 – 75	\$43		151+	\$96
76 – 100	\$56			

Email Address: [cardshopsendsales@hallmark.com](mailto:cardshopsendsales@hallmark.com)

Fax: 816-545-6774

Address:

Hallmark Employee Card Shop  
2501 McGee  
PO Box 419580  
MD 401  
Kansas City, MO 64141-6580

Friendly Tips:

- We cannot send the order to another location other than the employee's home
- We cannot send any product to PO Box addresses
- A sales tax rate of 9.60% will be charged to every order
- We don't accept the Gold Crown card or certificates
- If you wish to receive your purchase by Christmas, then the last day to order ornaments will be Dec. 4th