

EMPLOYEE CARD SHOP CURBSIDE PICK UP FOR THE PLANT LOCATIONS

LIBERTY, LAWRENCE AND LEAVENWORTH

The employee discount privilege is for Hallmark 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 Customers safe.

1. Email Keepsake Wish List and product requests to Coordinator based on each plant location (listed below) Please add a contact info-- name and phone #.
 - LIBERTY Dot.Sharp@hallmark.com
 - LAWRENCE Susan.Ellis@hallmark.com (temporary contact)
 - LEAVENWORTH Ed.Grisnik@hallmark.com
2. The Coordinator will contact the Retiree to verify the payment amount (personal check ONLY)—**We will not accept cash at this time.**
3. The Coordinator will set up a certain date and time for pick up.
4. The Retiree will drive to the front of the building, stay in their vehicle and open their trunk.
5. The order will be delivered to their vehicle and placed in the trunk. The person delivering the purchase will collect a check from the Retiree. The check will be deposited into the register on the same day as the product is being picked up.

Any Customer that cannot drive to a designated plant location can always place an order using our KC location. *Click here for KC Headquarters Card Shop ordering instructions.* **Shipping charges will be applied.**

To keep everyone safe:

- If the Retirees are showing any COVID Symptoms, then they should stay at home and reschedule their pick up.
- Retirees will be required to wear masks during the transferring of goods.
- The Retirees are to remain in their vehicle.
- Retirees will not be allowed into any of the buildings at this time.
- The person delivering the purchases to the vehicles will be wearing masks too and will sanitize before and after all purchases are placed in the trunks.