



HOW TO ORDER PRODUCTS WITH YOUR HALLMARK EMPLOYEE DISCOUNT

1 Click on Order System for Employee Card Shops or visit https://hallmarkcomms.formstack.com/forms/card_shop to begin shopping. You will receive a 50% discount on Hallmark products and a 20% discount on non-Hallmark products.

2 Scroll down a bit and complete your information.
If you don't know your employee number, you can place a 1 or 0.

If you choose to pick up an item in the store, please contact your local store or a Coordinator from that location and connect you directly to schedule a day and time for pick up.

For questions, contact cardshopendsales@hallmark.com.

Your Information

Name *

First Name: JJ Last Name: Hallmarker

Employee Number * 12345 Cell or Contact Phone * 555-555-5555

Email Address * jj.hallmarker@hallmark.com

Order Preference

3 To have products shipped to you, click on the ship button, and provide the information requested. Shipping fees and sales tax will be applied. **Current shipping fee is \$15 per carton.** Sales tax will be applied.

In house pick ONLY available to ACTIVE employees in Headquarters. Sales tax will be applied.

Order Preference

I prefer: *

☐ to pick up my order through in house pick up (ACTIVE emp ONLY) - 24 hr minimum

☒ to have my order shipped to me. I understand shipping fees will apply.

I prefer to pay *

via credit card (KC/HQ only)

Shipping Address *

Address Line 1

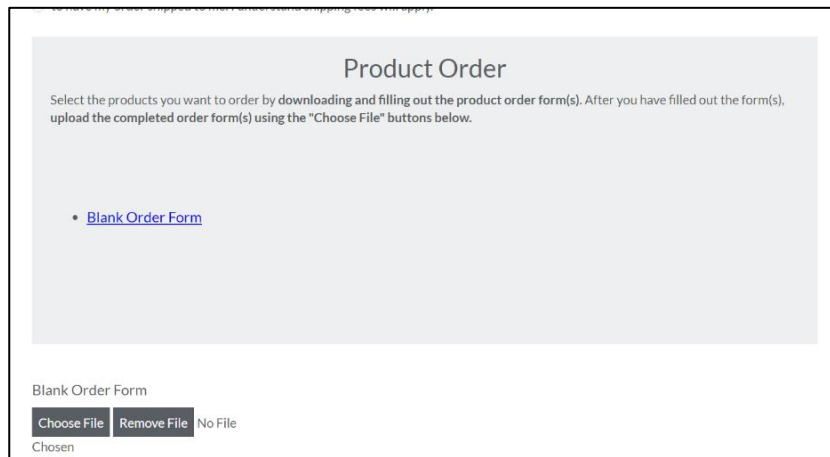
Address Line 2

City State ZIP Code



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Click on any of the product categories to view the available products.



Product Order

Select the products you want to order by downloading and filling out the product order form(s). After you have filled out the form(s), upload the completed order form(s) using the "Choose File" buttons below.

- [Blank Order Form](#)

Blank Order Form

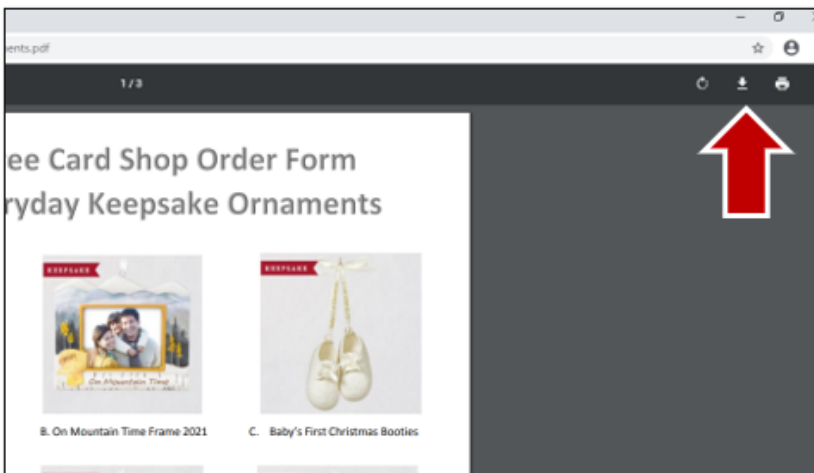
Choose File Remove File No File Chosen

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If you would like to order products from a category (categories are not always available), download the file to a location on your personal computer or device. If you don't see the product you're looking for, download the blank order form to make a request. You can find items on Hallmark.com or your local Hallmark Gold Crown store.

The card shop team will let you know if they can fill it. **Not all items are available through the employee shop.**

Note that the options for downloading or saving the file may look different depending on the browser and device you are using. This screenshot is from the Chrome browser on a PC, and you would click on the download icon (red arrow pointing to download option).



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Now go to the location where you downloaded/saved the file on your computer or device and open the document. Scroll to the order page at the end of the document. Fill in your name and the quantity of each item you want to order. Save these updates to your computer.

The price indicated on order forms is full price. Your discount will be applied when the card shop processes your purchase.

Please Attach this to the Card Shop Order Form

Name: JJ Last Name: Hallmark

ITEM	DESCRIPTION	PRICE DISCOUNT IS APPLIED AT REGISTER	QTY
A.	Remembered with Love Memorial Sand Dollar 2021 Porcelain Ornament	\$19.99	1
B.	On Mountain Time 2021 Porcelain Photo Frame Ornament	\$19.99	
C.	Baby's First Christmas Booties 2021 Porcelain Ornament	\$20.00	2
D.	We Choose Love 2021 Porcelain Photo Frame Ornament	\$19.99	
E.	New Home 2021 Porcelain and Metal Ornament	\$17.99	
F.	We're Engaged! Love 2021 Porcelain Ornament	\$17.99	
G.	We Do! Wedding Cake 2021 Porcelain Ornament	\$19.99	

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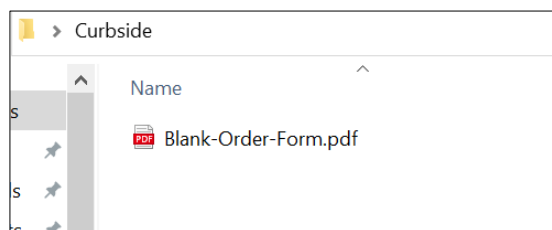
Go back ordering web page and scroll to the bottom of the page. Click on **Choose File** under the category from which you are placing an order.

Blank Order Form

Choose File Remove File No File Chosen

Submit Order

Your file explorer will open. Navigate to the location where you saved the order form and click on it to upload.



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The name of the file will now appear under the Choose File button. If you make a mistake or decide you don't want to place that order, just click on **Remove File**.

If you have additional forms to upload, continue this process.

Blank Order Form

Choose File Remove File Blank-Order-Form.pdf

When you are finished, scroll to the bottom of the page and click on the **Submit Order** button to place your order.

Submit Order

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The card shop team will verify that you are a current employee or retiree. You will receive a confirmation of your order via email if the order was submitted correctly. The card shop team will contact you via phone for payment by credit card (KC HQ only). Otherwise, your order will be fulfilled and shipped to the address that you provided on the order form.

The card shop team will do their best to fulfill your order. **Product quantities are limited and placing an order doesn't guarantee you will receive all items.** If you have questions, contact cardshop@hallmark.com.

IMPORTANT NOTICE ABOUT EMPLOYEE DISCOUNT PRIVILEGES

The employee discount privilege is for Hallmark's and immediate family members (spouse, domestic partner, and employee'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.

