



HOW TO PLACE AN ORDER WITH THE EMPLOYEE CARD SHOP

1. Visit https://hallmarkcomms.formstack.com/forms/card_shop click and open order form(s) under the **Product Order** heading.
 - Use the Blank Order form for gift product orders.
 - Use the Premiere/Debut/HOH order forms for Keepsakes (Seasonally)
2. Once you open and fill out your order form, you will need to save it to your computer.
3. Go back to https://hallmarkcomms.formstack.com/forms/card_shop to complete your information and attach your order(s) to the form to submit.
 - If you don't know your employee number, you can enter a 1 or 0
 - To have product shipped to you, click on the ship button and provide the information requested.
4. Attaching your order form
 - At the bottom of the form, you will find an area for attachments.
 - Click "Choose File" under the category from which you are placing an order. Attach the corresponding order filled out and saved to your computer or device.
 - i. Each attachment area only holds 1 attachment.
 - ii. The name of the file will appear in the box when you have attached it
5. When you are finished, click on the Submit Order button to place your order.
6. You are done - Celebrate!





IMPORTANT INFORMATION

- You will receive a 50% discount on Hallmark Product
- 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 your order was submitted correctly.
- In-house pickup ONLY available to ACTIVE employees in Headquarters.
- Shipping fees and sales tax will be applied.
 - Current shipping fee is \$15.
- The Card Shop team will contact you via phone for payment by credit card (KC HQ / SHIPPING ONLY)
- 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.
- We can not fill order requests for cards.
- 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

