

## EMPLOYEE CARD SHOP HALLMARK HEADQUARTERS

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.](#)

### Other Product:

- [Special Order Form #1](#)
- [Keepsake Special Order Form](#)
- [Christmas Product Part 1](#)
- [Christmas Product Part 2](#)
- [Box Cards](#)
- [Gift Wrap Regular](#)
- [Gift Wrap Jumbo](#)
- [Christmas Gift Bags](#)
- [Hallmark Channel Product](#)
- [2020 Special Order Form Fall](#)
- [2020 Special Order Form Halloween](#)
- [Special Order Form Red Sea in KC](#)
- [Greeting Cards Order Form](#)
- [Crayola Order Form](#)

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 or other product order form (listed above). If unable to complete on the order forms please include stock numbers and product description.
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 your order to [Cardshopsendsales@hallmark.com](mailto:Cardshopsendsales@hallmark.com), or mail in your selections (no phone orders please).
6. Once the order is received, a Card Shop team member will contact the customer by email.
7. The order will be pulled by date received and you will be contacted by phone for payment. At this time, you will be given the total amount of the purchase, **including shipping and handling fees.**
  - Preferred payment is VISA, MC or DISCOVER (all PCI compliance guidelines will be followed).
  - **We will not accept cash at this time.**
8. If shipping, the order will be shipped the following day via Federal Express.

**We are able to ship orders or you can pick up curbside on Wednesdays from 3 pm to 5 pm.**

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

**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
- Shipping and handling charges will be applied to all mail orders.

We encourage you to send your order in as soon as possible since popular designs frequently sell out and aren't available to reorder from Hallmark. We appreciate your business and look forward to helping you.