

## CURBSIDE PICK UP PROCESS FOR THE PLANT LOCATIONS

### Employee Card Shops

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

1. Email the product order form requests to the Card Shops Coordinator based on each plant location that is listed below. Please make sure to add your contact info-- name and phone # to all order pages submitted.
  - LIBERTY [Dot.Sharp@hallmark.com](mailto:Dot.Sharp@hallmark.com)
  - LAWRENCE [Karla.Elder@hallmark.com](mailto:Karla.Elder@hallmark.com)
  - LEAVENWORTH [Ed.Grisnik@hallmark.com](mailto: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 Retiree that cannot drive to a designated plant location can always place an order using our KC Headquarters location. **Shipping charges will be applied.**

Please email your order to [cardshopsendsales@hallmark.com](mailto:cardshopsendsales@hallmark.com)

#### **To keep everyone safe:**

- **If the Retirees are showing any COVID Symptoms, then they should stay at home and reschedule their pick up or use our shipping services provided above.**
- **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.**

**The employee discount privilege is for Hallmarkers 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.**

We encourage you to send your order in as soon as possible since popular designs frequently sell out and might not be available to reorder from Hallmark.

We appreciate your business and look forward to helping you.

## Product Order Forms

- [75% Off 2020 Keepsake Ornaments Form](#)
- [75% Off Seasonal Boxed Cards Order Form](#)
- [75% Off Christmas Bags Order Form](#)
- [75% Off Christmas Product Part 1 Order Form](#)
- [75% Off Christmas Product Part 2 Order Form](#)
- [75% Off Gift Wrap Order Form](#)
- [75% Off Jumbo Gift Wrap Order Form](#)
- [75% Off Hallmark Chanel Product Order Form](#)
- [2021 Ornaments Metal Order Form](#)
- [Cards Order Form](#)
- [Crayola Order Form](#)
- [Crayola Face Masks Order Form](#)
- [Social Distancing Work From Home Order Form](#)
- [Valentine's Day #1 Order Form](#)
- [Valentine's Day #2 Order Form](#)
- [Yard Cards Order Form](#)