

CURBSIDE PICK UP

and/or

MAIL ORDER

KC HEADQUARTERS EMPLOYEE CARD SHOP

EMPLOYEES AND RETIREES

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.

CURBSIDE PICK UP PROCESS @ HQ:

1. Employee/ Retiree will choose what they would like to purchase from the product order forms that are provided below
2. Employee/ Retiree will email their order to Cardshopsendsales@hallmark.com
 - Once the order has been received the Card Shop Employee will pull the requested order by date received
 - The Card Shop Employee will contact the Employee/Retiree by phone for payment and will be given the total amount of the purchase
 - Preferred payment is VISA, MC or DISCOVER and we **do NOT currently accept cash**
3. The pick-up time will coincide with the Crown Room Curbside Pick-Up which is scheduled every **Wednesday from 3-5pm in the McGee Lobby Circle**
4. The paid purchases will be delivered by a Card Shop Employee to the Employee/Retiree's vehicle located outside in the McGee Circle across from Hallmark's Visitors Center

Safety Measures:

- **If the Employees/ Retirees are showing any of the COVID Symptoms, they should stay at home and reschedule their pick up or do the Mail Order option**
- **The Employees/Retirees are to remain in their vehicle once they arrive at HQ**
- **Employees/Retirees will need to have a Hallmark badge or Driver's License for verification purposes and to receive the Hallmark employee discount**
- **Employees/ Retirees will not be allowed into the HQ building and will be required to wear masks during the transferring of goods**
- **The Card Shop Employee will wear masks too and sanitize before and after all purchases are placed in the Employee's/Retiree's trunks**

MAIL ORDER PROCESS:

The Mail Order Option works well for Employees and Retirees that can not do curbside pickup.

1. Employee/ Retiree will choose what they would like to purchase from the product order forms that are provided below
2. The Employee/ Retiree will email their order to Cardshopsendsales@hallmark.com
 - Once the order has been received the Card Shop Employee will pull the requested order by date received
 - The Card Shop Employee will contact the Employee/Retiree for payment and will be given the total amount of the purchase to include shipping and handling fees.
 - Preferred payment is VISA, MC or DISCOVER and we **do NOT currently accept cash**
3. The purchased items will be shipped the following day via Federal Express Ground

Below are some other reminders:

- We cannot send any product to PO Box addresses
- Shipping and Handling charges will be applied to all mail orders
- We don't accept the Gold Crown card or certificates
- We cannot send the order to another location other than the employee's home

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

- [Blank Order Form](#) (for product not on other order forms)
- [Bundle Gifts Order Form](#)
- [Uplifted Mahogany Cards](#)
- [Lego Cards](#)
- [Pandemic Cards](#)
- [ED Ornaments](#)

- [Easter Basket Ideas](#)
- [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](#)
- [75% Off Home Décor 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](#)
- [After Season Discounted Valentine Order Form](#)
- [Discounted Valentines Day 2 Order Form](#)
- [Yard Cards Order Form](#)