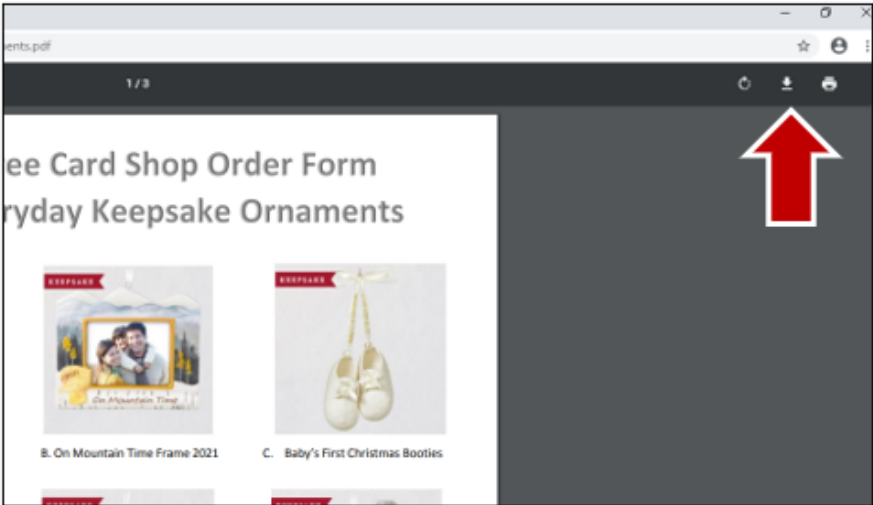
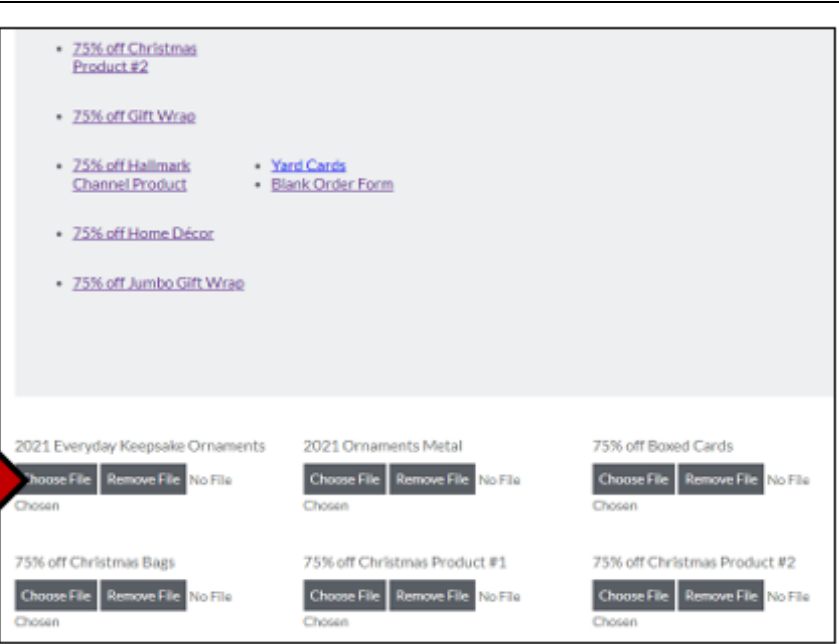
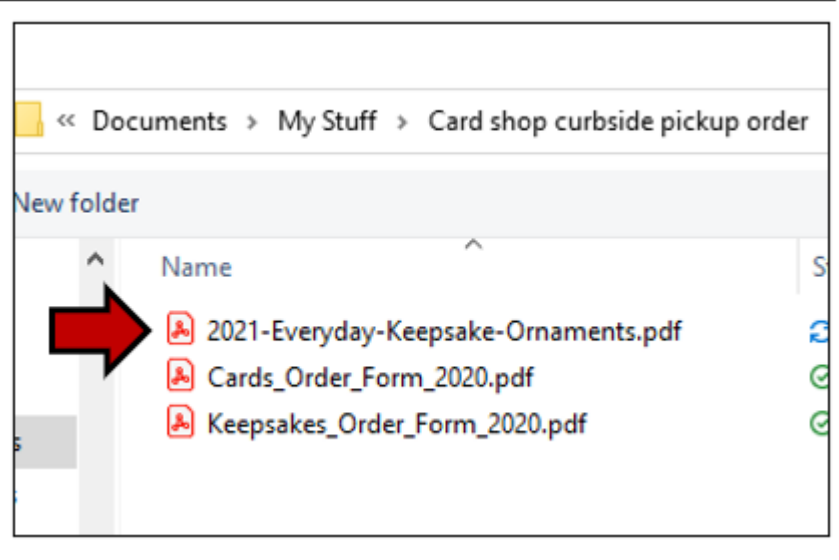
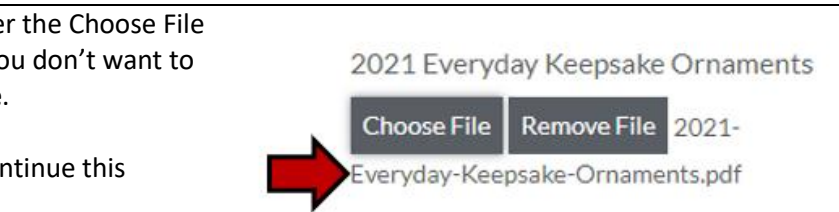
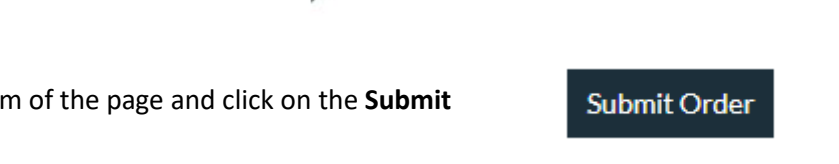


Step	Action
1	<p>Click on <a href="#">New Order System for Employee Card Shops</a> or visit <a href="https://hallmarkcomms.formstack.com/forms/card_shop_curbside_pick_up_2021">https://hallmarkcomms.formstack.com/forms/card_shop_curbside_pick_up_2021</a> to begin shopping. You will receive a 50% discount on Hallmark products and a 20% discount on non-Hallmark products.</p>
2	<p>Scroll down a bit and complete your information.</p> <div data-bbox="695 373 1524 909"> <p><small>* If you choose to pick up at Lawrence, Leavenworth or Liberty a Coordinator from that location will contact you directly to schedule a day and time for pick up.</small></p> <p>For questions, contact <a href="mailto:cardshopsendsales@hallmark.com">cardshopsendsales@hallmark.com</a>.</p> <h3>Your Information</h3> <p>Name *</p> <div> <input type="text" value="JJ"/> <input type="text" value="Hallmarker"/> </div> <p><small>First Name Last Name</small></p> <p>Employee Number *</p> <input type="text" value="12345"/> <p>Cell or Contact Phone *</p> <input type="text" value="555-555-5555"/> <p>Email Address *</p> <input type="text" value="jj.hallmarker@hallmark.com"/> <h3>Order Preference</h3> </div>
3	<p>If you live near Hallmark Kansas City headquarters, the Liberty Distribution Center, or the Lawrence or Leavenworth Production Centers and would like to pick up your order curbside, click the pick-up button and provide the information requested. Sales tax will be applied.</p> <div data-bbox="695 947 1524 1434"> <h3>Order Preference</h3> <p>I prefer: *</p> <p><input checked="" type="radio"/> to pick up my order through curbside pick up.</p> <p><input type="radio"/> to have my order shipped to me. I understand shipping fees will apply.</p> <p>Curbside Pick Up Location *</p> <input type="text" value="Headquarters"/> <p>Select curbside pick up date *</p> <input type="text" value="Friday, April 2nd (11am-1pm)"/> <p>I prefer to pay *</p> <input type="text" value="via credit card (KC/HQ only)"/> <p>Vehicle Make and Model *</p> <input type="text"/> <p>Vehicle Color *</p> <input type="text"/> </div> <p>If you prefer to have products shipped to you, click on the ship button and provide the information requested. Shipping fees and sales tax will be applied. <b>Current shipping fee is \$9 per carton</b> (carton size up to approximately 19x14x10 inches).</p> <div data-bbox="695 1465 1524 1969"> <h3>Order Preference</h3> <p>I prefer: *</p> <p><input type="radio"/> to pick up my order through curbside pick up.</p> <p><input checked="" type="radio"/> to have my order shipped to me. I understand shipping fees will apply.</p> <p>I prefer to pay *</p> <input type="text" value="via credit card (KC/HQ only)"/> <p>Shipping Address *</p> <p>123 Main Street</p> <p><small>Address Line 1</small></p> <p>Apt. 2</p> <p><small>Address Line 2</small></p> <p>Anywhere</p> <p><small>City</small></p> <p>Maine</p> <p><small>State</small></p> <p>11111</p> <p><small>ZIP Code</small></p> </div>

4	Click on any of the underlined product categories to view the available products.	<div><h3>Product Order</h3><p>Select the products you want to order by <b>downloading and filling out the product order form(s)</b>. After you have filled out the form(s), <b>upload the completed order form(s)</b> using the "Choose File" buttons below.</p><div><div><ul style="list-style-type: none"><li>• <a href="#">2021 Everyday Keepsake Ornaments</a></li><li>• <a href="#">2021 Ornaments Metal</a></li><li>• <a href="#">75% off Christmas Bags</a></li><li>• <a href="#">75% off Christmas</a></li></ul></div><div><ul style="list-style-type: none"><li>• <a href="#">After Season Discounted Valentines</a></li><li>• <a href="#">After Season Discounted Valentines 2</a></li><li>• <a href="#">Bundle Gifts</a></li><li>• <a href="#">Cards</a></li><li>• <a href="#">Crayola</a></li><li>• <a href="#">Crayola Face Masks</a></li><li>• <a href="#">Easter Basket Items</a></li><li>• <a href="#">Logo Cards</a></li></ul></div></div></div>																																
5	<p>If you would like to order products from a category, download or save the file to a location on your personal computer or device. If you don't see the product you're looking for, download the <b>blank order form</b> to make a request. The card shop team will let you know if they can fill it.</p> <p>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.</p>																																	
6	<p>Now go to the location where you 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.</p> <p>The price indicated on order forms is full price. Your discount will be applied when the card shop rings up your purchase.</p>	<div><div>Please Attach this to the Card Shop Order Form</div><div><div>Name: JJLast Name: Hallmarker</div><table><tr><th>ITEM</th><th>DESCRIPTION</th><th>PRICE DISCOUNT IS APPLIED AT REGISTER</th><th>QTY</th></tr><tr><td>A.</td><td>Remembered with Love Memorial Sand Dollar 2021 Porcelain Ornament</td><td>\$19.99</td><td>1</td></tr><tr><td>B.</td><td>On Mountain Time 2021 Porcelain Photo Frame Ornament</td><td>\$19.99</td><td></td></tr><tr><td>C.</td><td>Baby's First Christmas Booties 2021 Porcelain Ornament</td><td>\$24.99</td><td>2</td></tr><tr><td>D.</td><td>We Choose Love 2021 Porcelain Photo Frame Ornament</td><td>\$19.99</td><td></td></tr><tr><td>E.</td><td>New Home 2021 Porcelain and Metal Ornament</td><td>\$17.99</td><td></td></tr><tr><td>F.</td><td>We're Engaged! Love 2021 Porcelain Ornament</td><td>\$17.99</td><td></td></tr><tr><td>G.</td><td>We Do Wedding Cake 2021 Porcelain Ornament</td><td>\$19.99</td><td></td></tr></table></div></div>	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	\$24.99	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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<p>7</p>	<p>Go back to the home page for placing orders and scroll to the bottom of the page.</p> <p>Click on <b>Choose File</b> under the category from which you are placing an order.</p> <p>Your file explorer will open. Navigate to the location where you saved the order form and click on it to upload.</p>	 
<p>8</p>	<p>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 <b>Remove File</b>.</p> <p>If you have additional forms to upload, continue this process.</p> <p>When you are finished, scroll to the bottom of the page and click on the <b>Submit Order</b> button to place your order.</p>	 
<p>9</p>	<p>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 if you are paying by credit card (KC HQ only) or check (plants only). Otherwise your order will be fulfilled and ready for the curbside pick-up based on the date you provided or shipped to the address that you provided on the order form.</p> <p>The card shop team will do their best to fulfill your order. <b>Product quantities are limited and placing an order doesn't guarantee you will receive all items.</b> If you have questions, contact <a href="mailto:cardshop@hallmark.com">cardshop@hallmark.com</a>.</p>	

## IMPORTANT NOTICE ABOUT EMPLOYEE DISCOUNT PRIVILEGES

**The employee discount privilege is for active Hallmark employees and retirees 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.**