

July 8, 2023

Hello to each and every enterprise and **especially to the dear soul(s) who handle corporate gifting!**

We recognize that company gifting is a fabulous opportunity and also often completely crazy-making.

After years of experience packing and shipping holiday gifts, we have landed on a process that we hope will simplify our corporate gifting process for everyone involved. Please read on if you are interested in collaborating with DTCO for your gifting needs this year.

REGARDING AVAILABILITY

- Due to overwhelming and, frankly, impossible demand, we encourage companies to order gifts (using process described below) as soon as corporate ordering opens on September 1.
- We will refresh our online inventory every first and third Fridays of the month at 9am and
 inventory/pre-order capacity will be distributed on a first-come, first-served basis until our
 capacity is depleted. If you have a particular size gift you want to snag, feel free to email
 us ahead of time so we can restock that item if at all possible.
- If you want to get out of the gifting fray entirely, you may also consider gifting at uncommon times of the year as some of our clients have begun doing!

REGARDING ORDER CREATION

• To simplify online ordering process, no shipping addresses will be entered at time of ordering. Simply fill your cart with desired number of gifts and select "durham pick up" from drop-down menu of delivery options. (You most likely will not be picking up orders,

but this is the free option you will need to select to avoid shipping charges at time of checkout.)

- When placing order, please indicate whether you will be creating customized
 enclosures that you will deliver to us later or whether you have a particular message you
 would like us to create and enclose for you. If choosing the latter option, please enter
 your unique message in notes section at this time.
- Please include desired pick up or ship date in notes section as well.

REGARDING SHIPPING LABELS & ENCLOSURES

- After securing your gifts, you will have time to prepare shipping details and any custom enclosures you'd like to include.
- Companies may choose to purchase shipping labels through UPS, USPS or FedEx (based on gift weights and dimensions we will provide) and ship or deliver them to us by November 24th or no later than 2 weeks before desired ship date... whichever comes first. (It may be lovely to save addresses to your account on carrier's site for repeat recipients in future years.)
- If company is choosing to hand-write Christmas cards, or enclose any other unique item,
 please ship or deliver these to us by November 1 or no later than a month before desired
 ship date, whichever comes first.
- The DTCO will prepare your gifts including your gift messages and/or enclosures, box them for shipping, attach labels you provide and send them off to each recipient at specified time. And you can put your feet up and simply wait for giddy thanks!

We've tried to make this process as straightforward and simplistic as possible for all, but feel free to reach out with questions or concerns. We will also circle back upon receipt of orders to assure you that all is well and to walk you through remaining steps if desired.

Thank you so much for reading and for being fans of our product and company. **We treasure** the opportunity to connect you with your customers and clients and we put heart upon heart into every gift.

Every good to each of you,

Rebecca N. Burnet

Rebecca Burnett

Happy Facilitator of DTCO