THE DURHAM TOFFEE CO.

Bull City Toffee Artisans

August 31, 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 demand, we encourage companies to order gifts (using process described below) as soon as corporate ordering opens on **September 1.**
- **Please email me directly at rebecca@durhamtoffee.com when you know the gift and quantity you would like to purchase. While availability remains, I will stock desired inventory online so that you can place and reserve your order.**
- Orders will be accepted on a first-come, first-served basis until our capacity is depleted.
- 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

- After contacting me at rebecca@durhamtoffee.com so that I can stock appropriate inventory just for you, proceed with your online order as soon as possible. .
- 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.) To simplify online ordering process, no shipping addresses will be entered at time of ordering.

- After receiving your order, we will email you regarding any enclosures you may want to include with your gifts and any other details pertinent to delivering your gifts in a timely and pleasing fashion.

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 your 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. <u>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.</u>

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 Burnett
Happy Facilitator of DTCO