



Promotional Gift Box Program - In-Depth Description of Program

1. We design a custom made label to promote your business/fundraiser that goes on every bag. This includes a label for the "Small Gift Box" (Two -1/2 lb. bags), and a large label for the "Large Gift Box" (Two -1 lb. bags).
2. We setup an account for you to be able to do several things.
 - A. Keeps a complete order history of all purchases made through your account.
 - B. Gives you and anyone you authorize to use your account the ability to order several boxes, ship them to different addresses, personalize gift notes for each package, choose from three options of medallions for the seal that finishes off the vellum inside each box.
 - C. All addresses entered into the system when shipping multiple boxes, are saved in the system, making them available for repeat shipments. It may also be used to check to see who you had already shipped to. This is great if you have club members that you ship items to on a regular basis. We can also ship bulk boxes to one location.
3. All web-based ordering system. Once we establish a label for you and setup your account it is very easy for you, or anyone authorized to use your account to order, customize, and ship as many boxes as you would like to order. This means you can open the account up for those that want to purchase gift boxes for your fundraiser, or your assistant can use the account to send boxes to clients or business associates for you.
4. Our server is completely secure using SSL technology, and there is no financial information held on the system. Each purchaser must enter credit card information to complete the transaction.

Here is what we do for you after you place your order - all included in the price.

1. Receive and process the order within 2 to 3 days of receipt of order.
2. Print out your custom labels and personalized gift note in house.
3. Roast the coffee and fill the bags that have your custom made labels affixed.
4. Package the coffee bags inside our elegant black on black box, and finish it off by wrapping them in vellum.
5. Sealing the vellum with the choice of medallion you choose at the time you ordered.
6. Inserting your personalized gift note.
7. Finishing off the box with an attractive gold cord.
8. We then insert the finished box inside another shipping box to assure your gift arrives in pristine condition.
9. We ship all our orders using USPS Priority Mail to anywhere in the USA.

All of the above is our service to you our valued customer. Our program is a good cost saving way to promote your business or raise funds for your cause. We encourage you, once we have setup your account to send a box to yourself. That way you can see first hand what your recipients will be receiving. And you can experience just how powerful of a marketing tool our program really is.

Enjoy the coffee!