

## CORPORATE GIFT ORDERS

Thanks for choosing us to help reach out to your friends, clients & friendly clients. This quick guide covers our processes & time frames to ensure your products reach their destination on time.

### 1. Product selection





# Fill out our easy template

We require names, addresses, emails and phone numbers to generate a quote and ensure successful and timely delivery. Our template is easily editable through Microsoft office suite.

3.



#### Dispatch & Delivery

We offer a same-day service within 12kms of the CBD.

Please let us know when placing your order if you have a deadline to ensure stock is organised and dispatched on time for interstate & regional clients

Let us know your budget and style and we will organise a range of options.

NOTE: Bulk purchasing may incur a wait time. Please allow time for ordering & delivery.

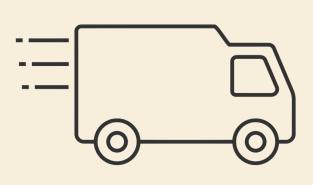
2.



#### **Invoice & Payment**

Payment can be completed either via credit card over the phone or direct bank transfer.

4.



#### SHIPPING COSTS & TIMES

Within 12kms of Melbourne CBD: \$1 -Same day Mon-Sat. Order before 2pm VIC Metro & Regional: 2-3 Business Days @ \$10ea

NSW & SA: 3-4 Business days @ \$15ea

QLD: 4-5 Business Days @ \$15ea

TAS: 5-6 Business Days @ \$15ea

WA: 6-7 Business Days @ \$15ea

NT: Up to 10 Business Days @ \$20ea