



Ordering Guide

Create custom kits that make a big impression! Perfectly Packaged™ includes decorative packaging and unlimited drop shipments starting at only **\$9.00_[G] per box.**

How To Place An Order

1. Choose products for your custom Perfectly Packaged™ kit.
2. Select the decorative packing paper you would like to use.
 - + Choose between kraft or white
 - + Upgrade to crinkle paper for \$2.50_[G] per box
3. Download **art templates** for branded sticker and message card (**stock art available**)
4. To upgrade to a custom printed box – **contact us** to help select the proper box size
 - + Download and use the **art template** for the corresponding box
 - + Please note – custom box will replace the branded sticker
 - + Upgraded box adds an additional \$2.00_[G] per box, plus a \$95_[G] setup
5. Download and complete the **PCNA Drop Ship Address Template**.
6. Submit your PO, vector artwork (items, message card, branded sticker, custom box), and completed drop-ship template to to **pcnaorders@pcna.com**.

Please include the following info on your PO to ensure your order goes smoothly:

- + Note on PO (or POs if order includes products from multiple PCNA brands) that order is Perfectly Packaged™
- + Include all product skus and decoration info associated
- + Note color choice for decorative packing paper
- + If upgrading to a custom box design, include the custom box SKU found on the art template (example: 9888-10CUS)
- + If you'd like to use our convenient flat rate shipping options, note on the PO with the box size

Third-Party Inserts

- + Third Party Inserts If your order will include your own message card, please note it on your PO; \$1.00_[G] per box insertion fee will apply.
- + If your order will include third-party products, please note it on your PO; \$1.00_[G] per box insertion fee will apply.
- + Some third-party insertions are prohibited:
 - Products for which PCNA offers comparable option
 - Perishable food
 - Gift cards

General Information

Perfectly Packaged™ is available for any Leed's order, Trimark order or order combining the two.

- + Bullet and/or JournalBooks products and/or third-party inserts can be included with Leed's and/or Trimark Perfectly Packaged™ orders.
- + If combining products from different PCNA brands (Leed's, Trimark, Bullet, JournalBooks), separate POs are required for each brand.
- + If shipping on a PCNA account, customer is responsible for freight (discounted at 50%) from Bullet (Miami) and/or JournalBooks (Charlotte) to New Kensington, Pa., for fulfillment.
- + Perfectly Packaged™ lead time is standard lead time plus three days and starts once order is cleared.
- + Perfectly Packaged™ orders only require the MOQ for the product with the lowest MOQ.
- + Perfectly Packaged™ orders cannot ship to a P.O. box.

Samples

Perfectly Packaged™ is available for Leed's sample orders. Submit as a regular sample order with Perfectly Packaged™ included in the order notes.

- + Standard sample pricing applies.
- + Perfectly Packaged fee of \$9.00_[G] applies.
- + Freight will be charged at Perfectly Packaged™ flat rate.
- + Inserts, labels and decorative packing paper (White) will be standardized.

Questions?

Email pcnacustomerservice@pcna.com or use the "live chat" feature on PCNA.com. (Note: You must be signed in to your PCNA.com account for live chat.)