



# Ordering Guide

Create custom kits that make a big impression! Perfectly Packaged™ includes decorative packaging and unlimited drop shipments starting at only **\$11.25<sub>[G]</sub> 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
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 \$2.50<sub>[G]</sub> per box, plus a \$118.75<sub>[G]</sub> 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](mailto: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 your order will include your own message card, please note it on your PO; \$1.25<sub>[G]</sub> per box insertion fee will apply.

## General Information

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

- + Leed's, Bullet and/or JournalBooks products can be included with Trimark Perfectly Packaged™ orders.
  - + Order must originate from Trimark and include an apparel item.
  - + Separate POs are required from each brand and orders must be shipped directly to Trimark for fulfillment.
  - + Custom printed boxes are available for hardgoods orders
- + There are no additional shipping fees if shipping PCNA products to Richmond Hill, Ontario, 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 is met.
- + 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 \$11.25<sub>[G]</sub> 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](mailto: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.)