



Sending Orders Via Spreadsheets

To ensure an error free fulfillment for you, we have certain guidelines when submitting spreadsheets to us.

1 Please send ready to process lists to us.

Information needed on a spreadsheet is as follows, put each item below in a column of its own:

- Product SKU (If your product doesn't have a SKU please contact Client Care)
- Quantity
- Email Address
- Phone Number : **Be sure that when entering phone data you do not include the following characters) (. , - or spaces. It should look like this 6034563577.**
- Ship-to First Name
- Ship-to Last Name
- Ship-to Address
- Ship-to Company
- Ship-to Address 2
- Ship-to City
- Ship-to State
- Ship-to Zip/ Country

2 Send only accepted or approved orders.

3 Do NOT mix multiple products (SKU's) together on one spreadsheet.

4 Separate Domestic and International shipments with different spreadsheets. P.O. Box shipments are not included. Be sure to separate the Domestic P.O. Box and International P.O. Box shipments.

5 Make sure to remove duplicates from your list; we will process exactly what you send us.

6 Make sure P.O. boxes are not included on a spreadsheet that is to be shipped via UPS, FedEx, or DHL. A street address is required for delivery.

If you are exporting a list of orders from a shopping cart, you will need to do some clean up on your list prior to sending it to us. There will be some fields that contain data we do not need that you will need to delete. There will be some general appearance issues(capitalization,etc.) you may want to fix so your shipping labels look better.

We will be working from the standpoint that spreadsheets we receive are in "ready to use" condition. If it is necessary to clean up your data in order to make a list usable, there will be a charge of \$35 per hour associated with clean up.