



## Reward Code Order Process & Guidelines

The Reward Code order process requires specific steps to be completed daily from the deadline in order for all Sponsors to receive their labels according to the promised timeline.

- **NOTE:** Prior to placing your first Reward Code order:
  - Your Contract must be executed
  - You must assign points for each product prior to placing of orders for Reward Codes. Orders placed without points being assigned cannot be shipped.
  
- Reward Code order process and timing:
  - Orders are processed once each week:
    - **Monday processing: order deadline is 11:59 p.m. Friday night**
  - All Sponsors should have their complete and final orders entered by the deadline. No changes can be made to the order after the deadline, as processing begins immediately. Orders entered after the deadline will be processed with the next production run.
  - Expected ship date is 10 business days after processing cut off date. Ship date may be pushed back due to holidays. Here are 3 examples:

### Example 1

Order placed on Tuesday, June 3. Goes in with next production run of all orders received by EOD Friday, June 6. Processing begins on Monday, June 9. Expected ship date is Friday, June 20

JUNE 2003				
Mon	Tue	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### Example 2

Order placed on Thurs., April 10. Goes in with next production run of all orders received by EOD Friday, April 11. Processing begins on Monday, April 14. Expected ship date is Friday, April 25.

APRIL 2003				
Mon	Tue	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### Example 3

Order placed on Wed., June 25. Goes in with production run of all orders received by EOD Friday, June 27. Processing begins on Monday, June 30. Due to the holiday, expected ship date is Monday, July 14

JULY 2003				
Mon	Tue	Wed	Thurs	Fri
		Jun25		
Jun30	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- Shipping:
  - Standard shipping for Reward Codes is UPS Ground. Shipping charges are *not* included the cost of the Reward Code. All freight is the responsibility of the Sponsor and is billed at actual. Reward Codes are shipped from Wisconsin, zip code 54201. Shipping time is 1-5 days, depending on where in the country the Reward Codes are shipped. Overseas shipping may take longer.
  - Overnight shipping or Truck shipping is available, but must be requested prior to the start of printing – 5<sup>th</sup> business day after processing commences. Cost for expedited shipping is the responsibility of the Sponsor.
    - Example: In Example 1 above, Sponsor would need to request expedited shipping by end-of-day Friday, June 13.
  - Any comments entered in the “Shipping Comments” field will appear on the shipping labels affixed to the outside of the boxes. Comments will appear exactly as entered in the Shipping Comments field. There is no flexibility to increase or decrease the font size of this information
  - One (1) packing slip is provided per order delivered to each plant. The box with the packing slip will have an envelope attached that contains the packing slip as well as copies of all shipping labels for that order.