

Hallmark Retail - Corporate Store Group (formerly SRG)
DOMESTIC ROUTING - CSG DISTRIBUTION CENTERS
(STORE #s 9998 AND 9991)
Effective Dates: 9/01/2007 - 2/28/2008

This routing guide was developed to help manage costs and increase receiving efficiencies at our DISTRIBUTION CENTERS (store #s 9998 and 9991). We appreciate your participation in this process.

Addresses for the two distribution facilities are as follows:

9998 - Hlmc Acct# 66759
CSG Distribution Center #9998
8600 NE Underground Dr, Pillar 216, **Suite A**
Kansas City, MO 64161

9991 - Hlmc Acct# 66572
CSG Distribution Center #9991
8600 NE Underground Dr, Pillar 216, **Suite T**
Kansas City, MO 64161

NOTE: Shipments for each facility **must** be kept completely separate (i.e., bill of lading, packing list, invoicing).

ADVANCED SHIPPING NOTIFICATION (ASN)

Please send a copy of the packing slip and shipment notification of all DC shipments to us at the following email address: CSG_LOGISTICS@HALLMARK.COM or fax #: (816)459-4937. The shipment notice should include PO#, carrier name, ship date and tracking/Pro#.

PARCEL SHIPMENTS under 500 pounds -OR- 35 cartons or less

Ship FEDEX GROUND COLLECT (formerly RPS).

Hallmark's dedicated FedEx Customer Service Representative is **Grant Gilliland @ (412) 859-2053**, email address: grant.gilliland@fedex.com.

Please contact FedEx Ground Customer Service directly at (800) 231-9219 for barcode supplies and instructions on getting set up to ship COLLECT. Ask the FedEx representative for shipping supplies needed for Hallmark Retail - Corporate Store Group. No account/shipper # should be necessary to ship to us. FedEx Ground will furnish collect barcodes for your use, which may take 2-3 weeks to arrive. Do not prepay and add freight charges to your merchandise invoice. Shipments are to be sent FOB destination.

NOTE: If you have a FedEx, or 3rd party, shipping system you may ship FedEx Ground Collect to us via this method instead of the peel and stick labels described above.

LTL SHIPMENTS between 501 and 7500 pounds -OR- greater than 35 cartons

Ship YELLOW FREIGHT, COLLECT.

Hallmark's dedicated Yellow Customer Service Representative - Kendra Borchending @ (800) 610-6500, option 9, Ext. 7030

All shipments are to be sent FOB destination. LTL shipments that are delivering to the same location, and are shipped on the same day must be combined on one carrier bill of lading. Do not prepay and add freight charges to your merchandise invoice. The bill of lading must include Purchase Order numbers, store number and be marked for **INSIDE DELIVERY**.

Yellow Freight bills of lading must be marked "**Collect**".

Collect Bill to:
Hallmark Cards, Inc.
2501 McGee
Kansas City, MO 64108

For local **Kansas City Metro area**, (within 50 miles of downtown Kansas City) contact **24/7 Express Courier** at **(816) 246-2101**. Please mention that you are shipping to the "CSG Distribution Center" or mention our 24/7 account # which is "8162743902". This carrier is to be used for shipments of all sizes and weights.

SHIPMENTS GREATER THAN 7501 POUNDS

All shipments greater than 7500 pounds can be handled via <http://hallmark.nte.com>. If you have any questions, contact Hallmark's Global Transportation department @ (800) 843-5160. The bill of lading must be marked for "24 HOUR NOTICE REQUIRED BEFORE DELIVERY; Call 816-459-4866 ext. 22".

AIRFREIGHT

Airfreight is not allowed unless authorized per our Buyer. If airfreight is authorized, please use FedEx Express for any shipment less than 150 lbs. and within FedEx published size and weight restrictions. Shipments that exceed these restrictions should be shipped via AFC Worldwide Express* at 1-800-274-2329.

***Hawaii shipments greater than 150 lbs:** Ship via Lynden Air Freight at 816-472-0882.

CARTON/SHIPMENT LABELING REQUIREMENTS

Carton Label:

1. Vendor Name
2. Item Number
3. PO #
4. Carton Quantity
5. Carton ____ of ____ (Example: Carton 2 of 25)

Pallet Label:

1. Pallet ____ of ____
2. Number of Cases per Item Number
3. Total Number of Cases per Pallet
4. Label Indicating "MIXED ITEMS ON PALLET", if applicable.

If you have specific routing questions or need an updated store listing, please send an email to the following location: **CSG_LOGISTICS@HALLMARK.COM**. A separate International Routing is available for import shipments.