



## Shipping Cheat Sheet

Below are highlights of Paperly's shipping policies and shipping rate. A complete and up-to-date overview of Paperly's shipping policies can be found within Paperly's policy statement (<http://www.paperly.com/policy-statement.asp>).

### Shipping Policies

1. All shipping charges apply to the continental United States only. Shipping surcharges apply for Alaska, Hawaii and Puerto Rico. Paperly does not ship to locations outside the United States. However, a Consultant is welcome to re-ship products, at her own expense, worldwide.
2. A customer does not pay an additional shipping charge for:
  - a. Adding a return address to a related stationery, invitation or holiday card order.
  - b. Adding a colored ink to a related self-inking stamp order.
  - c. Adding envelopes to a related note pad order or enclosure card order.
  - d. Adding an acrylic recipe card holder to a related recipe card order.
3. In some states, sales tax is charged on shipping. It is the Consultant's sole responsibility to confirm, prior to collecting monies, if sales tax on shipping is required.
4. Production times vary by product, but generally range from 3-7 business days. (Production times often increase dramatically from October through December.) Once produced, products are then shipped ground using a common carrier (e.g. UPS, FedEx, USPS, DHL, etc.) Shipping times generally range from 3-7 business days. So, in total, products generally will arrive between 6-14 business days once the order is placed. Some products, such as self-inking stamps, take significantly longer, sometimes up to 3 weeks in production time.
5. Paperly's products often arrive in multiple boxes from multiple vendors on multiple days.
6. Paperly does not offer a rush service for any of its products.
7. Paperly and its vendors ship ground via common carrier (e.g. UPS, USPS, FedEx, DHL, etc.). Paperly shall not be liable for any shipping delay.



## Shipping Rates

Paperly's shipping rates generally break down into two (2) distinct scenarios:

1. **Party Orders.** A Paperly party is defined as a group of orders, all of which are being shipped to the same location, submitted by a Consultant, which total at least \$200 before shipping and taxes, and contain at least three (3) Customer orders. When the Party threshold has been achieved, then the shipping fee is \$2.50 per item with a maximum of \$12.50 being charged to any one (1) Customer.
2. **Non-Party Orders.** If the party threshold has not been achieved (see above #1), then the shipping fee per Customer is as follows:

Product Total	Shipping Rate
\$0 – \$49.99	\$8.00
\$50 – \$99.99	\$11.50
\$100 – \$149.99	\$15.00
\$150 – \$249.99	\$20.00
\$250 – \$349.99	\$25.00
\$350+	\$30.00

Non-party orders include Consultant orders, shopping cart orders, direct ship orders and Customer error orders.

Paperly highly recommends Consultants try, whenever possible, to aggregate one-to-one orders into a party in order to dramatically reduce shipping charges.