

Corporate Gift Worksheet

In recent years, spa gifts have become extremely popular as corporate gifts. Because we carry robes, gowns, accessories and beautiful foot & body care products, we're able to put together unique corporate gifts in a range of prices and styles.

To create a truly appropriate gift set, we need to know:

1. AUDIENCE: _____
Who will ultimately receive the gift? Men or Women, or both? Approximate age range? Example: women from 30-40 years old.
2. FOCUS OF GIVER: _____
What is special about the organization giving the gifts? Is there something we can add to the gift to make it reflective of the giver, or a color which is part of the organization's brand? Example: women's golfing association - we used a yellow "golf" ribbon on the kit.
3. PURPOSE OF GIFT: _____
Is this a thank you for a large contract? Is this a welcome gift for convention attendees? Example: Luxury bathroom re-modelers have luxurious velour robes monogrammed with homeowner's initials.
4. WHOLESALE PRICE RANGE: _____
What is our actual budget, including packaging costs, etc.? Example: Robe and Slippers with Lotion and Bath Salts in a raw silk bag with a silk flower tied on, then packed in a white presentation box. All costs, including bag, flower, box, and ribbons would be included, plus a small charge for labor.
5. ANTICIPATED ORDER QUANTITIES: _____
How many units does the customer expect to order? This helps us order needed materials and plan assembly schedules. Our minimum order is 24 pieces at a wholesale value of \$24.99, and 12 pieces for gifts valued at \$25.00 or more.
6. TIME FRAME: _____
When does the customer need gifts in-house? Corporate gift customers who place "last-minute" orders should expect to pay a rush charge and air freight charges if we have less than three weeks from PO to in-house date.

Once we have the above information, we'll put together a couple of options and take good-quality digital images. We then e-mail the images to the customer, along with information about the components.

There is no charge for creating gift sets and e-mailing information, but if a customer wants to receive a sample, the sample and all shipping must be paid for. We cannot ship more than one sample.

Please note that some containers require lead time, so when in doubt, please call!

Corporate gifts must be paid for with a credit card, and are non-returnable.

For more information, please call Cindy at 888-445-3368.

GILDEN TREE


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