



## **Shipping Guidelines (Updated 2.13.19)**

Though over 99% of the gift cards we receive are submitted as eGift Cards, occasionally, there will be opportunities to source gift cards that can only be redeemed by presenting a “physical” plastic gift card. When we first started accepting physical gift cards in 2015, the lack of a uniform shipping policy meant labor intensive and highly inefficient physical gift card processing. The result? Lower payout rates and long turnaround times.

In order to streamline physical card processing, we have established a set of simple and easy to understand rules for selling Physical Gift Cards:

As a general rule, GCM will reimburse your shipping expenses when sending in a **Face Value** of \$600.00 or more in physical cards; however, you **must** use a bubble/padded mailer to qualify for reimbursement as these helps obscure the valuable contents of your shipment. You can expect to receive your reimbursement(s) on a quarterly basis. (We may occasionally offer shipping reimbursement for submissions under \$600.00 on a promotional basis.)

If the **Face Value** equals \$2,000 or more, we'll send you a prepaid USPS Priority Mail label upon request. Simply submit a help desk ticket with your selling order number and we'll take it from there!

All physical gift cards shipments **must** adhere to the following rules to ensure speedy processing, qualify for reimbursement and avoid any penalties:

1. You must include something **inside** your package that indicates the selling order(s) that the cards belong to. Shipments sent without identifying the selling order(s) slows processing and creates unnecessary extra work for our ~~indentured servants~~ staff.  
**Non-Compliance** will result in a **\$1.00** or **1%** payout rate reduction per physical card; whichever is greater.
2. Using adhesives of any kind is **strictly prohibited**. After receiving a few thousand physical gift cards, we have discovered that *all* adhesives, even something as seemingly innocuous as scotch tape becomes very difficult (if not impossible) to remove without harsh chemical solvents, no matter where the adhesive might be applied. Adhesives gum up card readers (i.e. pay-at-the-pump fuel dispensers) preventing our customers from being able to use their gift cards. We recommend using rubber bands to bind cards together.  
**Non-Compliance** will result in a **\$1.00** or **1%** payout rate reduction per physical card; whichever is greater.
3. Don't go overboard. We process many cards every day, and using lots of tape, turning your shipment into a Russian Matryoshka doll, or including unwanted “bonus items” (i.e. hair, fingernails, etc) wastes both time, resources and harms employee health. Please consider how you would like to receive packages.

### **How to Generate First Class Parcel Labels:**

- Use a PayPal account and start here: [https://www.paypal.com/us/cgi-bin/webscr?cmd=\\_ship-now](https://www.paypal.com/us/cgi-bin/webscr?cmd=_ship-now)
- Input our shipping address:

**GCM Receiving**  
5201 Eden Ave  
STE 300  
Edina, MN 55436

- Select “First-Class Mail Parcel” for Service Type
- Select “Package/Thick Envelope” for Package Size
- Input the weight; **4oz** is a safe approximation for all shipments.

You should expect to see a total shipping cost of approximately \$2.66 - \$2.70

Other shipping options such as signature confirmation will be considered discretionary and are not eligible for reimbursement.

Please ask us if you have any questions on any part of these guidelines.

Thank you for your cooperation and participation in our Volume Partner Program!