

Harvard Sweet Boutique

CUSTOM CORPORATE GIFTS

At Harvard Sweet Boutique, we know that your time, your clients and your reputation are valuable, which is why we make gift-giving easy—and tasteful—from start to finish.

Your gifts can be selected from our existing Harvard Sweet Boutique menu or customized to suit your needs. We have a wide variety of options, including flavor, box size and design, and custom cards, labels and ribbons to give your gifts a personal touch. To ensure that your gifts are perfect, your order will be overseen from beginning to end by our Corporate Gift Specialists.

You can place your gift order early, letting us know when you'd like your clients to receive their sweets, and we'll make sure your gift gets there on time.

Business Gifts from Harvard Sweet Boutique are Perfect for:

- HOLIDAYS AND SPECIAL OCCASIONS
- THANK YOU
- MARKETING PROMOTIONS
- EMPLOYEE AND CUSTOMER APPRECIATION
- TRADE SHOWS AND CONVENTIONS
- NEW PRODUCT LAUNCHES
- COMPANY BANQUETS
- SALES LEADS AND PROSPECTING
- HOTEL AMENITIES



ORDERING AND PRODUCTION DETAILS:

MINIMUM ORDERS: There is no minimum on stock items.

PAYMENT: We accept Master Card, Visa and American Express.

LEAD TIME: It generally takes 2-4 weeks for custom items, pending artwork approval and production. Please factor this in when ordering.

SET-UP FEES: A one time set-up fee is applied to each customized image. We will keep your image on file for use in future orders.

- Customized logo card or label: \$50.00
- Customized ribbon: \$60.00

ARTWORK: If you decide to add your logo to one of our customizable options, we will ask you to email your camera-ready artwork as a vector EPS whenever available, with fonts embedded. If a vector EPS is not available, please provide a color JPEG, TIFF or PDF file that is 300dpi, and at least 2.5" tall/wide. No Word, PowerPoint or any other Microsoft formats, please.

SHELF-LIFE AND STORAGE: You can store our cookies for 5-7 days, and our bars, brownies, bark, toffee and truffles for 3 weeks.

CUSTOM OPTIONS

Our custom gift cards, labels and ribbons feature your company's logo, greeting or special event artwork. They're a great way to promote your brand or convey a special message.

CORPORATE CUSTOM GIFT CARD

PAPER: recycled-content bright white

IMPRINT COLORS: full color, with bleeds on outside; black only, no bleeds on inside

CARD SIZE: 2.75" square (folded in half from 5.5" wide)

COST: based on quantity, please call or email for an estimate



CUSTOM SATIN RIBBON

RIBBON COLORS: There are many colors to choose from—please call or email for more information.

IMPRINT COLORS: Black, white, gold, silver, blue, red. Other colors may be available. Please call or email for more information.

WIDTHS: 3/8", 5/8", 7/8"

COST: \$65 per 100 yard roll



CUSTOM LABEL

PAPER STOCK: gloss white plastic

COLOR OPTIONS: full color, with bleeds

LABEL SIZE: 3.5" round

COST: based on quantity, please call or email for an estimate



Holiday 2009

ORDERING GUIDELINES:

- Christmas falls on Friday, December 25th.
- The first day of Hanukkah is Tuesday, December 22nd.
- Please keep in mind that for some of your customers, their last day in the office may be Friday, December 18th, so please plan accordingly when submitting your order.
- The deadline for submitting artwork for custom corporate cards, labels, and ribbon is Friday, November 20th.
- Please use the Harvard Sweet Boutique Order Form to input your order and gift recipient information when you have multiple recipients. This helps to ensure that your information is accurate and we can export the information efficiently. We are happy to guide you through the process and answer any questions you may have. You can specify the following information in the Order Form:
 - Name of product(s) you are ordering
 - Gift box choice(s)
 - Personalized message for the gift card (or option to include your own card for enclosure)
 - Custom choices for gift card, label, or ribbon
 - Shipping Date
 - Shipping Method
 - Names and addresses of recipients (for shipping)
 - Your billing information
- In order to ship your gifts by Friday, December 18th to arrive the week of December 21st, we MUST have your Harvard Sweet Boutique Order Form by December 4th.
- We will not charge your credit card until after the order is shipped.
- 20% Early Order discount applies to orders received by October 31, 2009.