

## The Doll Hospital's Parent Teacher Resource Center (PTRC) Gift Card Program



*A note of introduction:* Every year many organizations inquire about submitting purchase limits for each of their teachers to use on their account. We designed our Gift Card program to simplify this process for your teachers and your accounts payable department.

Here is how the program works and the benefits it provides:

1. *You* choose how many gift cards you want to purchase.
2. *You* specify the dollar amount for each gift card.
3. *You* specify the expiration date. Generally, our gift cards are good for 2 years, but if you prefer to enforce a more immediate date, we are happy to oblige.
4. Total gift card purchases over \$500 qualify for a 5% discount. We can also offer Net 30 Terms to established accounts. Your teachers can come in and spend their gift cards right away (**AND take advantage of our tremendous savings opportunities all year long!\***)
5. No messy paperwork or piles of invoices to pay!
6. No hassles for your teachers at check out!
7. Attractive plastic gift cards come with decorative enclosures. Print the names of each teacher yourself, or provide us a list and we'll be happy to do it for you!
8. Please inquire about other ways we could tailor this program to your organization's individual needs. For example:
  - a. Providing custom reports showing how your education dollars have been spent by category, and how much your teachers have saved.
  - b. Providing custom reports showing what each teacher purchased with their gift card.
  - c. We may be able to offer further discounts or extended terms for gift card purchases of larger volumes.

*Note that advanced notice (of 24 hours) is appreciated for purchases of more than 15 gift cards. We'll have them ready and waiting for you to pick up! At this time, gift cards are not valid towards on line.*

### **FIVE GREAT REASONS TO SHOP AT THE PTR CENTER!**

1. As always, we will have great promotions off and on throughout the year. We have several annual store-wide sales as well as regular non-advertised in-store sales.
2. Teacher Thursdays – 15% off all in-stock PTRC items on Thursdays!
3. Any teacher items purchased at full retail earn 10-15% Bonus Bucks credits... and it's all automatic! Once your regular priced purchases reach \$150, we send you a gift certificate for 10-15% back. This is our way of passing savings along to you even when you pay full price! *Over \$4,400 in Bonus Bucks rebates were issued to teachers during the 05/07 School year.*
4. We are continually expanding our product offerings to better address your classroom wants and needs. We have the best selection around!
5. Catalog orders are accepted for thousands of items with prompt delivery from a fulfillment center. We can help you get what you need even on the occasions when we don't have it in stock!

## **How to Submit a Purchase Order to the Doll Hospital's Parent Teacher Resource Center**

Please present us with the following information on your organization's official letterhead:

1. Billing address and contact information (including fax and email if available)
2. Tax ID Number\*
3. Purchase Order Number
4. If you are sending an individual teacher or representative to purchase items of their choosing on your account, we ask that you designate a purchase limit for them on the Purchase order\*\*

We also accept Purchase orders from our current PTR Center Catalog. These orders can be placed in store or via fax or email (see below). In addition to the information above, we ask that you provide a shipping address (if different from billing) as well as an item #, description, price and page # for each item ordered. No discounts apply to catalog orders. Shipping charges apply to all catalog orders.

*\*We must have this information in order to honor your tax exempt status.*

*\*\* If your organization plans to send several teachers in to make separate purchases against your account, you may assign each of them their own purchase order number and purchase limit, OR save yourself a lot of paperwork and take advantage of our **money saving gift card program**(see above!)*

### **Open Ended Purchase Order Accounts**

This is an option we offer *only* for local schools or organizations that have no more than a few people who do their purchasing. We require a letter from your purchasing department on company letterhead detailing the names of representatives authorized to make purchases on your account as well as the overall purchase limit you see fit for your organization. This letter should also include a billing address and contact information as well as a Tax ID #. We will list your authorized purchasers under your organizations account in our system. We will mail you an invoice with net 30 terms every time a purchase is made on your account.

*Important! We are only able to enforce one purchase limit for your organization as a whole. We cannot be responsible for tracking and enforcing purchase limits for separate individuals on your account.*

### **The Doll Hospital/Parent Teacher Resource Center**

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