

# Gift Certificates & Codes

Ink'd offers a couple options when it comes to gifting, rewards or ways to incentivise your storefront. Below you will find details on gift certificates and codes. Both options require no money down, you only pay for what is used



## GIFT CERTIFICATE

Gift certificates are the perfect way to reward your employees or customer base. They are a unique set of numbers & letters with a certain amount of money assigned to them

Example:

**E6D9-FJE4-FGDE-4D35**

- ✓ Hold their value until \$0 remaining balance
- ✓ Can be stacked with multiple gift certificates
- ✓ Can be sent through our system (with IT clearance) **OR** can be sent internally
- ✓ Perfect for rewards, new hires, bonuses & employee gifts



## CODE

Codes are the best for setting up free shipping or offering a set amount off. They are a pre-set code that allows users to spend up to that amount or percent off

Example:

**WELCOME50**

- ✓ One time use only - can have restrictions
- ✓ **Cannot** be combined with any other offer
- ✓ Can only be sent through your team internally
- ✓ Great for a universal giveaway or HR departs ordering for people

## FREQUENTLY ASKED QUESTIONS

### How do I pay?

Gift Certificates and Codes are issued up front at no cost, you will be invoiced monthly for the amount used during the previous month.

**Example:** all gift certificates/codes redemmed in the month of January will be invoiced the first week of February. You only pay for what is redemmed during that time period

With each invoice you will also receive a detailed report of all orders using the gift certificates or codes

Invoices can be paid via ACH or Credit Card, checks can also be sent upon approval. Please indicate if there is a specific accounting email address for invoices to go to

### How do I receive Gift Certificates or Codes?

If you choose to send your gift certificates internally, you just need to request the amount of certificates you need as well as the monetary value (we can create different values if you would like) and any specific gift message. You will then receive a CSV file with all the gift certificates requested.

**Pro tip:** you can always request more than you need at that time so you have some extras if needed

If you would like a code set up, please email us with the code name as well as the value. We will confirm the code set up via email.

Please email [webstore@inkdstores.com](mailto:webstore@inkdstores.com) for all these requests

### How do I set up Gift Certificates to be sent directly by Ink'd?

If you choose to have Ink'd send your gift certificates directly, please email [webstore@inkdstores.com](mailto:webstore@inkdstores.com) for a CSV template. You will need to fill in email address, first and last name as well as monetary value of your recipients (the monetary value can be different if you would like). There is also a gift message section you can include as well.

Once you send back the completed template in CSV format, you will need to arrange a date and time for your certificates to be issued (between 9-5pm EST - Monday through Friday) and we will send those certificates accordingly.

**Pro tip:** have your IT team whitelist the following email addresses to avoid gift certificate emails going to peoples spam

[inkd@myorder.design](mailto:inkd@myorder.design)  
[behappy@inkdstores.com](mailto:behappy@inkdstores.com)