

Roxboro Area Chamber of Commerce
Gift Check Order Form

Recipient Name(s) as it should appear on Gift Check:

If you have more than 10 names, please attach list on a separate piece of paper or complete multiple forms.

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

PLEASE ANSWER THE FOLLOWING QUESTIONS, IF APPLICABLE:

1. What issue date should be listed on the Gift Check? In other words, what date do you intend to present/give the gift check? _____
2. What day do you intend to pick up your Gift Check Order? _____
3. There is a "From" Section on the bottom of the check. Would you like us to list who is giving the check? Or would you prefer a greeting like "Happy Holidays," "Merry Christmas," "Happy Thanksgiving," etc.? _____
4. Who should receive the invoice for this Gift Check order?

Name _____ Company _____

Email Address _____ Phone _____

NOTES FOR GIFT CHECK PROGRAM:

1. There is a \$1 fee per Gift Check at time of ordering to offset the Chamber's expenses associated with the program. Gift Checks can be ordered in any denomination you choose.
2. Individual gift checks can be purchased in any amount ranging from \$1 to \$250.
3. For businesses ordering gift checks, said checks can be purchased for anyone who is not an owner or principal of the business.
4. Ordering in bulk? We have a sliding fee just for you!
 - For orders totaling \$500 - \$999, the fee is 80¢ a check.
 - For orders totaling \$1,000 - \$2999, the fee is 70¢ a check.
 - For orders totaling \$3,000 or more, the fee is 50¢ per check.
 - Bulk orders *must* pay with cash or check. (No credit cards.)
5. Gift Checks are valid for 6 months from the issue date on check. Expired gift checks cannot be reissued.
6. Gift Checks can only be redeemed at 1 location and must be used in their entirety. It is at the merchant's discretion as to whether or not they issue a store credit for any amount not used at time of purchase.
7. Please allow the following lead times for processing bulk gift checks orders: 10-24 gift checks = one full business day, 25-49 gift checks = two full business days, 50 or more = 3-5 full business days.
8. ALL GIFT CHECKS MUST BE PAID FOR IN FULL AT TIME OF PICKUP. PREFERRED PAYMENT METHOD IS BY CHECK.
9. Gift Check orders should be submitted to Samantha Bagbey via email or fax (see below).