PACKING SLIP REQUIREMENTS

Below are the guidelines for the packing slip you will be required to produce for FULLBEAUTY Brands. If you have any questions please email fullbeautysupport@logicbroker.com

Brand Mappings

Code	Brand/Division
00	Woman Within
05	Roaman's
11	King Size Direct
15	Brylane Home
23	Jessica London
24	Swim Suits for All
25	Ellos
26	Catherine's
74	Intimates for All
75	Shoes for All
77	One Stop Plus

Logos for the above noted Brands can be found on the FullBeauty Knowledge Base.

Direct to Customer (Regular) Packing Slip:

*Brylane*Home®

← **Brand/Header Section**

Ordered by:	Ship to:	QUESTIONS?
KIMBERLY RUSGROVE	KIMBERLY RUSGROVE	Online: Ordering Department
464 THOMPSON RIDGE RD	464 THOMPSON RIDGE RD	Call: 1-800-528-5156
FERRUM, VA 240882736	FERRUM, VA 240882736	

Order/Gift Message

IF ONE OR MORE OF YOUR ITEMS IS NOT LISTED BELOW, IT MAY HAVE SHIPPED FROM ONE OF OUR OTHER LOCATIONS. PLEASE CHECK YOUR SHIP CONFIRMATION EMAIL FOR DETAILS.

Customer Invoice #:	Order Date:	Processing Date:
PO202003650079101-001	01/19/2020	01/20/2020

Qty	Order Item	Item Number	Style Number	Vendor SKU	Size	Product Description	Color	Unit Price	Return Reason
1	01	07614	15504754	719455102374		WALL DEC	ATC	$23.99	

For a complete breakdown of your order total including all merchandise ordered, shipping and handling fees, sales tax and monogramming / alteration fees, please refer to your order confirmation email or visit us online

RETURNS INSTRUCTIONS:

1) Enclose this invoice and indicate in the space provided the reason for the return. These codes are important and are used to better service you in the future.
2) Wrap your package securely for shipping, affix the label below to your package, and return your package via any carrier you choose. Please follow the instructions on the invoice. All terms of the label will apply.
3) Postage and insurance fees are not refunded.
4) Allow 3 to 4 weeks for your credit or refund to arrive. You can also check the status of any order or return by registering on our website or calling our toll free number and using our automated phone service to get the most current information on your returns.
5) In order to expedite your credit or refund, please ensure that the items are returned only to the address below.

RETURN REASONS:

01 - Poor Quality
02 - Different from website
03 - Soiled / damaged
04 - Received wrong item
05 - Damaged in shipping
06 - Arrived too late
07 - Too small
08 - Too large
09 - Too short
10 - Too long

RETURN LABEL:

KIMBERLY RUSGROVE
464 THOMPSON RIDGE RD
FERRUM, VA 240882736

ATTN: Returns

Our goal is your complete satisfaction! If we have not delighted you, all unworn, unwashed or defective merchandise may be returned within 60 days of ship date. You will receive a refund of the purchase price (less shipping and prepaid return label charges). A refund will not be processed for products that do not meet the refund criteria or are received after 60 days from the original ship date.

Although we, as the seller, are not obligated to collect your state's sales tax, this purchase is subject to state sales tax unless it is specifically exempt from taxation. This purchase is not exempt merely because it is made over the Internet or by other remote means. Your state, if it imposes a sales tax, requires that you report and pay the tax due on your purchases. Details of how to file this return may be found on your state's department of revenue website.

Order/Gift Message:

An order-level gift message may be sent by FULLBEAUTY on the PO. On the packing slip, it should be printed in italics, above and to the right of the Order Header section. The text must wrap if/when it extends into the margin.

Order Line Item Details:

Each line item should have a single blank line between them.

Return Instructions:

Return instructions should be printed in the Return section of the packing slip. The instructions will vary based on which Brand the PO is for. Your supplier address should be the return address on the label unless previous authorization has been granted by FullBeauty to use a different address. Your supplier address should also be listed as the Ship-To address in the Shipping Label area.

Packing Slip Fields:

Below are the fields that can be included on the packing slip. Fields are either fixed (F) or variable (V). Fixed fields are data fields that remain the same no matter what data is received. Variable fields will contain data that will change from order to order. Below is a list of the packing slip fields:

Page Header Section

Data Field	Font Name	Font Size	Font Style	Max Length	F/V	Notes
Logo					F	The logo will vary based on the Brand.
Label	Arial	12	Bold		F	**Ordered By:**
Bill To Name	Arial	11		30	V	
Bill To Address 1	Arial	11		30	V	
Bill To Address 2	Arial	11		30	V	If not present, shift lines up.
Bill To City	Arial	11		30	V	
Bill To State	Arial	11		2	V	
Bill To Zip	Arial	11		9	V	
Label	Arial	12	Bold		F	**Ship To:**
Ship To Name	Arial	11		30	V	
Ship To Address 1	Arial	11		30	V	
Ship To Address 2	Arial	11		30	V	
Ship To City	Arial	11		30	V	
Ship To State	Arial	11		2	V	
Ship To Zip	Arial	11		9	V	
Label	Arial	12	Bold		F	QUESTIONS?
Label	Arial	11	Bold		F	**Online:**
Customer Service URL	Arial	11		30	V	
Label	Arial	11	Bold		F	**Call:**

Data Field	Font Name	Font Size	Font Style	Max Length	F/V	Notes
Customer Service Phone Number	Arial	11		14	F/V	The number will vary based on the sales brand. 77 = 1.800.400.4481 For all other sales brands you will need to print the Customer Service Phone Number value sent on the PO.

Order Message Section

Data Field	Font Name	Font Size	Font Style	Max Length	F/V	Notes
Static Text	Arial	12	Bold, Italic, Caps		F	*IF ONE OR MORE OF YOUR ITEMS IS NOT LISTED ABOVE, IT MAY HAVE SHIPPED FROM OUR OTHER LOCATIONS. PLEASE CHECK YOUR SHIP CONFIRMATION EMAIL FOR DETAILS.*
Gift Message	Arial	11	Italic	90	V	

Order Header Section

Data Field	Font Name	Font Size	Font Style	Max Length	F/V	Notes
Label	Arial	11	Bold		F	**Customer Invoice #**
Purchase Order #	Arial	11		15	V	
Label	Arial	11	Bold		F	**Order Date:**
Order Date	Arial	11		8	V	
Label	Arial	11	Bold		F	**Processing Date:**
Order Date	Arial	11		8	V	

Order Merchandise Table

Data Field	Font Name	Font Size	Font Style	Max Length	F/V	Notes
Label	Arial	11	Bold		F	**Qty**
Quantity Ordered	Arial	11		1	V	
Label	Arial	11	Bold		F	**Order Item**
Merchant Line Number	Arial	11		2	V	
Label	Arial	11	Bold		F	**Item Number**
Merchant Product ID	Arial	11		5	V	
Label	Arial	11	Bold		F	**Style Number**
Merchant SKU	Arial	11		15	V	
Label	Arial	11	Bold		F	**Vendor Number**
Vendor SKU	Arial	11			V	

Data Field	Font Name	Font Size	Font Style	Max Length	F/V	Notes
Label	Arial	11	Bold		F	**Size**
Product Size	Arial	11		11	V	The product size will come from the Merchant SKU.
Label	Arial	11	Bold		F	**Product Description**
Product Description	Arial	11		8	V	
Label	Arial	11	Bold		F	**Color**
Product Color	Arial	11		4	V	
Label	Arial	11	Bold		F	**Unit Price**
Unit Price	Arial	11		9	V	
Label	Arial	11	Bold		F	**Return Reason**
Static Text	Arial	12	Bold, Italic		F	*For a complete breakdown of your order total including all merchandise ordered, shipping and handling fees, sales tax and monogramming / alteration fees, please refer to your order confirmation email or visit us online to view your order history.*

Returns Section

Data Field	Font Name	Font Size	Font Style	Max Length	F/V	Notes
Label	Arial	11	Bold, Caps		F	**EXCHANGES:**
Static Text	Arial	12			F	The text displayed for exchange options varies depending on which brand the PO is for. 77 (Fullbeauty.com) = **We are unable to process exchanges. Please return the item(s) back to shipping vendor for a refund and place a new order on fullbeauty.com.** All other sales divisions = **For exchanges, please return the item following the instructions below. Then, place your exchange order on-line or call us at the number listed above.**
Label	Arial	11	Bold, Caps		F	**RETURN INSTRUCTIONS:**
Static Text	Arial	12			F	The text displayed for exchange instructions varies depending on which brand the PO is for. 77 (Fullbeauty.com) = **Please visit http://www.fullbeauty.com/Help/Help_ReturnsExchanges. asp and click on 3rd Party Vendor/Merchants for full details.** All other sales divisions = 1**) Enclose this invoice and indicate in the space provided the reason for the return. These codes are important and are used to better service you in the future.**

Note: The following static text elements are printed for all brands, except when Sales Division Code = 77, as shown in the samples.						
Static Text	Arial	12	Bold		F	**2) Wrap your package securely for shipping, affix the label below to your package, and return your package via any carrier you choose. Please follow the instructions on the invoice. All terms of the label will apply.**
Static Text	Arial	12	Bold		F	**3) Postage and insurance fees are not refunded.**
Static Text	Arial	12	Bold		F	**4) Allow 3 to 4 weeks for your credit or refund to arrive. You can also check the status of any order or return by registering on our website or calling our toll free number and using our automated phone service to get the most current information on your returns.**
Static Text	Arial	12	Bold		F	**5) In order to expedite your credit or refund, please ensure that the items are returned only to the address below.**
Note: The following elements are printed for all brands, as shown in the samples.						
Label	Arial	10	Bold, Caps		F	**RETURN REASONS:**
Static Text	Arial	10			F	01 - Poor Quality 02 - Different from website 03 - Soiled / damaged 04 - Received wrong item 05 - Damaged in shipping 06 - Arrived too late 07 - Too small 08 - Too large 09 - Too short 10 - Too long

Shipping Label Section

Data Field	Font Name	Font Size	Font Style	Max Length	F/V	Notes
Label	Arial		Bold, Caps		F	**RETURN LABEL:**
Note: The following elements are enclosed in a broken-line box						
Ship To Name	Arial	12		30	V	
Ship To Address Line 1	Arial	12		30	V	
Ship To Address Line 2	Arial	12		30	V	
Ship To City	Arial	12		30	V	
Ship To State	Arial	12		2	V	
Ship To Zip Code	Arial	12		9	V	
Returns Name						