

abbott 2018 **USA** HOLIDAY BOOKING PROGRAM

GUIDE January 28th to May 31st 2018

Holiday Order Below \$500	Program 1 \$500 - \$1000	Program 2 \$1000 +
 01-HOLIDAY 0	5% Discount & Flat Rate Shipping (zone 1 -10% • zone 2 - 15%)  01-US.HOLIDAY 5%	5% Discount & Flat Rate Shipping (zone 1 -5% • zone 2 - 10%)  01-US.HOLIDAY 5%
or		
Dec 1st Dating & Flat Rate Shipping (zone 1 -5% • zone 2 - 10%)  01-US.HOLIDAY DEC 1		

Terms & Conditions

- The Holiday Booking Program includes all items contained in Abbott's 2018 Holiday Catalog.
- The Program does not include Everyday items, On Sale items, or other products not contained in Abbott's 2018 Holiday Catalog.
- Changes or cancellations made to orders will affect Program levels.
- Regular payment terms apply to customers who qualify for the discount.
- Orders must be shipped between July 3rd and November 2nd, 2018 to guarantee priority on stock availability.
- Multiple orders and orders for different locations and/or ship dates cannot be combined to achieve higher Program levels.
- Customers who choose extended terms must qualify and will be contacted by our Accounting Department.
- Flat Rate Shipping is based on Zones (Zone 1 or Zone 2).
- Program incentives cannot be used in conjunction with other promotions or incentives.
- Flat Rate Shipping applies to contiguous United States, through Abbott's carrier.
- Orders received after Thursday, May 31st, 2018 at 5:00 pm E.S.T. will not be eligible for any Program incentives, and will be treated as everyday
- Terms and Conditions apply to all Program orders and does not affect regular credit terms for all other orders.



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2018 **USA** HOLIDAY BOOKING PROGRAM RULES

Timeline:

- Orders must be placed between January 28th and May 31st, 2018.
- Final orders must be submitted by 5:00 pm EST on May 31st, 2018.
- Delivery must be between July 3rd and November 2nd 2018, to guarantee priority on stock availability.

Eligibility:

- All customers ordering over \$500 of merchandise from Abbott's 2018 Holiday Catalogue.

Incentive:

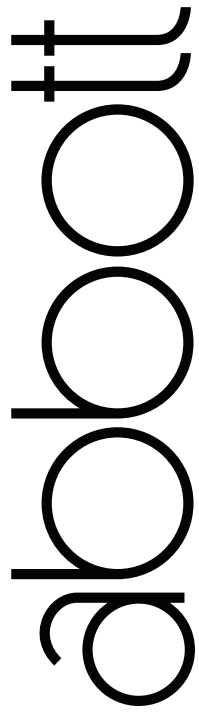
- Priority stock availability.
- December 1st dating.
- 5% Discount.
- Flat Rate Shipping based on Zone.

Promotional codes:

- 01-HOLIDAY 0
- 01-US.HOLIDAY 5%
- 01-US.HOLIDAY DEC 1

Conditions:

- December 1st dating is subject to approval and a post-dated cheque will be required prior to shipping.
- The Program does not include everyday or clearance items. Clearance orders must be placed separately, and immediate shipping is recommended.
- Changes or cancellations made to orders will affect program levels.
- Multiple orders and orders for different locations and/or ship dates cannot be combined to achieve higher Program levels.
- Program incentives cannot be used in conjunction with other promotions or incentives.
- Promotional code(s) must be entered as part of the order.



2018 **USA** HOLIDAY BOOKING PROGRAM RESPONSIBILITIES

Sales Representative Responsibilities:

- Ensure all merchandise placed on the Program is from the 2018 Holiday catalog.
- Review order total and up sell to the next tier.
- Promotional code(s) must be entered as part of the order.
- Encourage the customers to receive their shipment between the preferred dates listed.

Sales Department Responsibilities:

- During resolving of orders, CSR must:
 - Verify ship date and cancel date.
 - Verify order total.
 - Confirm correct Program barcodes and item selection (Crystal report #S7).
 - Non-Program items must be separated onto another order, placed on hold & Rep or customer must be notified.
 - Ensure Program applied matches order total.
 - Apply appropriate "Holiday Booking Program" term.
 - Adjust Rep code, if necessary.
 - Enter correct Source code (P for Web, X for Road Rep, Z for Non Rep).
 - Check Priority order checkbox, if shipping within suggested timeline.
 - If discount chosen, go to "Recalculate prices" and enter discount.
- All program orders to be reviewed by Accounting. Non-approved credit orders put on hold and customer contacted for alternate terms.
- Orders placed for Holiday merchandise after the Program ends will not receive any incentives, but still require a "P", "X" or "Z" Source code.