GIFT BASKETS

1. Taking the order - write ALL the details clearly in the book. Make sure it gets done on time!

Please get name, telephone number, email address and full credit card details from the person paying for the basket. Get a budget for the basket.

Ask where it is to be delivered (if delivery required)\*

Get name of Recipient, FULL address, including postal code, a telephone number and date to be delivered. Explain there is a delivery charge.\*

Discuss what they want put into the basket. Explain there is a “basket/wrapping fee” on top of cost for inclusions. Ask if they need a gift tag and what message is to go into the card.

1. Making the basket

Use one of the brown woven plastic baskets. Put the basket inside the plastic cellophane first. Place some shredded paper in the bottom of the basket– enough to cushion the items going in. Tape the lower corners of the cellophane under the basket. Co-ordinate the shredding with an easy-make bow.

Select the items to be used in the basket. Scan each item to make sure the budget is observed.

Go to look up and select “ wrapping” and add one that is at least $10. If delivery is required, select “delivery” and the appropriate charge.\*

Place the items in the basket so that they show themselves well. Sticker any bottles with the Aligra stickers.

Gather the cellophane above the items and twist gently so it’s tight before adding the bow. Tie the bow on firmly and trim the ties about half their length, then tie those around the bow to add more fronds that can then all be curled with scissors.

Primp out the cellophane so everything is tightly contained in the basket and not floppy,

Write the message in the gift card. If for a delivery, write recipient’s address and telephone number on the envelope (when using the bigger cards).

If only for one or two bottles, use the smaller gold flecked plastic bags with a bow on it. No basket required. Charge $5 for wrapping.

1. Deliveries

Rates are with Team Courier. Please use the waybills located on the front counter.

Fill out the waybill. One per address. Call Team Courier ( number is on the waybill) and ask them to pick up items for delivery.

Rates: Within Edmonton City limits $10. Spruce Grove, St. Albert, Sherwood Park $15. Anywhere else, call to get a rate.