

# **Shipping and Payment Information Template for Online Stores**

## **Delivery Options Provided**

The following is the list of the carriers we incorporate with to deliver merchandise from our warehouse, retail store, production site to you. Delivery rates are noted for informational purposes only. The rates are provided by our subcontractors. We do not guarantee the validity of the rates at the date you complete the purchase. The actual delivery cost will be calculated at the checkout prior to completing the order.

We do our best to keep the information on this page as accurate as possible, but occasionally the list of the carriers may be inaccurate. In this case, please contact us by any available means to inform us about the inaccuracy and we will take necessary measures to correct the information.

### **USPS US Domestic Rates**

Check listed rates with the source at

<https://www.usps.com/business/prices.htm>

<a href="#">Priority Mail Express®</a>	From <a href="#">\$26.35</a> at the Post Office™ From <a href="#">\$24.25</a> for Commercial Base® From <a href="#">\$24.25</a> for Commercial Plus®
<a href="#">Priority Mail Express</a> <a href="#">Flat Rate Envelope</a>	<a href="#">\$26.35</a> at the Post Office <a href="#">\$24.25</a> for Commercial Base <a href="#">\$24.25</a> for Commercial Plus

<p><a href="#">Priority Mail Express Open &amp; Distribute® Service</a></p>	<p>See your USPS® sales agent for Commercial Base pricing</p> <p>See your USPS sales agent for Commercial Plus pricing</p>
<p><a href="#">Priority Mail®</a></p>	<p>From <a href="#">\$7.50</a> at the Post Office</p> <p>From <a href="#">\$7.42</a> for Commercial Base</p> <p>From <a href="#">\$7.42</a> for Commercial Plus</p>
<p><a href="#">Priority Mail Flat Rate®</a></p>	<p><a href="#">\$7.75</a> at the Post Office</p> <p><a href="#">\$7.55</a> for Commercial Base</p> <p><a href="#">\$7.55</a> for Commercial Plus</p>
<p><a href="#">Prepaid Forever® Priority Mail Flat Rate</a></p>	<p><a href="#">See pricing online</a></p>
<p><a href="#">Priority Mail Regional Rate® Boxes</a></p>	<p>From <a href="#">\$8.08</a></p> <p>Additional fee if postage is paid at Retail</p>

<a href="#">Priority Mail Open &amp; Distribute® Service</a>	See your USPS® sales agent for Commercial Base pricing  See your USPS sales agent for Commercial Plus pricing
<a href="#">Priority Mail Return® Service</a>	From <a href="#">\$7.42</a> for Commercial Base From <a href="#">\$7.42</a> for Commercial Plus
<a href="#">First-Class Mail®</a>	From <a href="#">\$0.55</a> at the Post Office From <a href="#">\$0.389</a> for Commercial Pricing
<a href="#">First-Class Package Service®</a>	From <a href="#">\$2.99</a> for Commercial Pricing From <a href="#">\$3.80</a> for Retail Pricing
<a href="#">First-Class Package Return® Service</a>	From <a href="#">\$2.99</a> for Commercial Pricing
<a href="#">USPS Marketing Mail®</a>	From <a href="#">\$0.191</a> for Commercial Pricing

<a href="#">Every Door Direct Mail - Retail®</a>	<a href="#">\$0.191</a> for Flats up to 3.3 oz
<a href="#">Parcel Select®</a>	From <a href="#">\$3.43</a> for Commercial Pricing
<a href="#">Parcel Select Lightweight®</a>	From <a href="#">\$2.05</a> for Commercial Pricing
<a href="#">USPS Retail Ground®</a>	From <a href="#">\$7.50</a> at the Post Office
<a href="#">Parcel Return Service</a>	From <a href="#">\$3.29</a> for Commercial Pricing
<a href="#">Ground Return Service</a>	From <a href="#">\$7.32</a> for Commercial Pricing
<a href="#">Media Mail®</a>	From <a href="#">\$2.80</a> at the Post Office From <a href="#">\$2.10</a> for Commercial Pricing
<a href="#">Bound Printed Matter</a>	<a href="#">Varies</a>

<a href="#">Library Mail</a>	From <a href="#">\$2.66</a> at the Post Office From <a href="#">\$2.00</a> for Commercial Pricing
<a href="#">Periodicals</a>	<a href="#">Varies</a>

### **USPS International Rate**

Check listed rates with the source at

<https://www.usps.com/business/prices.htm>

<a href="#">Global Express Guaranteed®</a>	From <a href="#">\$67.80</a> at the Post Office™ From <a href="#">\$64.41</a> for Commercial Base® From <a href="#">\$64.41</a> for Commercial Plus®
<a href="#">Priority Mail Express International®</a>	From <a href="#">\$45.95</a> at the Post Office From <a href="#">\$42.85</a> for Commercial Base From <a href="#">\$42.85</a> for Commercial Plus
<a href="#">Priority Mail Express International Flat Rate</a>	Envelopes From <a href="#">\$45.95</a> at the Post Office

<p><a href="#">Priority Mail International®</a></p>	<p>From <a href="#">\$36.35</a> at the Post Office From <a href="#">\$34.53</a> for Commercial Base From <a href="#">\$34.53</a> for Commercial Plus</p>
<p><a href="#">Priority Mail International Flat Rate</a></p>	<p>Envelopes From <a href="#">\$26.90</a> at Post Office From <a href="#">\$25.55</a> for Commercial Base From <a href="#">\$25.55</a> for Commercial Plus</p> <p>Small Flat Rate Boxes From <a href="#">\$27.90</a> at Post Office From <a href="#">\$26.50</a> for Commercial Base From <a href="#">\$26.50</a> for Commercial Plus</p> <p>Medium Flat Rate Boxes From <a href="#">\$51.55</a> at Post Office From <a href="#">\$48.95</a> for Commercial Base From <a href="#">\$48.95</a> for Commercial Plus</p> <p>Large Flat Rate Boxes From <a href="#">\$67.05</a> at Post Office From <a href="#">\$63.70</a> for Commercial Base From <a href="#">\$63.70</a> for Commercial Plus</p>

<a href="#">First-Class Mail International®</a>	Letters and postcards from <a href="#">\$1.20</a> for all countries  Large Envelopes (Flats) from <a href="#">\$2.40</a> for all countries
<a href="#">First-Class Package International Service®</a>	From <a href="#">\$12.25</a> at the Post Office From <a href="#">\$11.64</a> for Commercial Base From <a href="#">\$11.64</a> for Commercial Plus
<a href="#">Airmail M-Bags</a>	From <a href="#">\$51.70</a>
<a href="#">International Priority Airmail®</a>	<a href="#">Varies</a>
<a href="#">International Surface Air Lift®</a>	<a href="#">Varies</a>
<a href="#">International Business Reply® Service</a>	From <a href="#">\$1.50</a> per piece



## **Processing Orders to Shipping**

The orders placed and packaged by 6 pm of the warehouse, retail store, or production site local time will be processed for shipping the same day. The orders places and packaged after that time will be processed for shipping the next business day.

## **Payment Options Provided**

The following is the list of the payment options we provide on our Site. Delivery rates are noted for informational purposes only. The rates are provided by our subcontractors. We do not guarantee the validity of the rates at the date you complete the purchase. The actual delivery cost will be calculated at the checkout prior to completing the order.

We do our best to keep the information on this page as accurate as possible, but occasionally the list of the carriers may be inaccurate. In this case, please contact us by any available means to inform us about the inaccuracy and we will take necessary measures to correct the information.

### **Cardless (Mobile) Payment**

You can pay using a third-party payment processing provider service like Apple Pay, Google Pay, Samsung Pay, etc. To do so, choose the necessary payment option at checkout.

### **Card Payment**

We accept cards with MasterCard, Visa, Discover, and American Express symbol.

Keeping your online payments secure is our number one priority. That means you might need to verify your card payment with 3D Secure to complete your transaction. Contact your bank to learn more about 3D Secure authentication.

### **Encrypted transactions**

YOURCOMPANY guarantees that your details are completely safe with us. All information is sent encrypted to ensure total security of any sensitive information. Read more in our [Privacy Policy](#).

### **You will be charged when we ship your order**

If your card transaction is approved, the amount will be reserved immediately and an order confirmation will be sent to your email address. Your card will not be charged until we start processing your order.

If your card transaction isn't approved, your order will be canceled. Please contact your bank or card provider if you have any questions about this.

## **PayPal Payment**

To pay with PayPal follow the next steps:

1. Select PayPal as your payment method at the checkout.
2. You'll then be redirected to the PayPal website to proceed with the payment.

3. If you're already a PayPal customer, you can log in with your user details and confirm the payment. If you're new to PayPal, you can create a PayPal account and then confirm the payment.

4. You'll then return to YOURSITE and your order and payment will be complete!

## **Gift Cards**

You can use both our physical gift cards and e-gift cards in any YOURCOMPANY store and when shopping online on YOURSITE.

To make an online payment with a gift card, just follow these steps:

1. Select to use a gift card when paying at the checkout.
2. Enter the gift card number and PIN code (if required) in the highlighted field.
3. Make sure to confirm to apply the gift card towards your purchase.

You can use a gift card to pay for your entire order online or combine it with all other payment methods.

## **Do You Have Questions?**

Need more help? Ask! Our email for customer queries is [info@YOURSITE.com](mailto:info@YOURSITE.com).

We are always happy to help!



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