



Voucher Card Replenishment Procedures



1. **Green Light:** Once the check list and retailer agreement are signed and submitted to Tacori, each retail partner will receive a "Green Light" and become an authorized Tacori Journeys partner.
2. **Training Certification:** After training with each Territory Manager, each sales associate will receive a \$250 Travel Voucher Code from hello@tacori.com. **New sales associates can also become a certified Tacori Trusted Advisors after watching the training videos and completing quizzes via Tacori Journeys Retailer Portal (<http://tacorijourneys.com/retail.html>) and receive \$250 Travel Voucher Codes with their initial completion.**
3. **a) For the items sold from stock:** The sales associate emails a copy of the sales receipt to the corresponding Customer Excellence Team Member to verify sales at the store level and claim both consumer and employee voucher codes.
b) For special order items: The retail partner contacts the corresponding Customer Excellence Team Member to request a special order item as usual.
4. **Voucher Code:** Upon request, the employee & consumer voucher codes can be issued and delivered via phone or email by corresponding Customer Excellence Team Member. Otherwise, both employee & consumer codes will be itemized in the invoice (See Appendix A: Example Invoice with Journey Voucher Codes). **For the items sold from stock, the consumer voucher cards will be physically shipped within 1 week after the proof of sales receipt, unless there is an existing shipment to combine and send out earlier. For special order items, the consumer voucher cards will be physically shipped with the special order item together.**
5. **Billing & Shipment:** Each sales invoice will have the voucher codes listed, **but billing of Tacori Journeys voucher cards (see Appendix B: Cost of Voucher Cards), subscription charges, Samsung tablets and shipping charges will be sent to the store on a monthly basis, and the payments are due upon receipt invoices.** Shipping charge will be 50% for Gold partners and complimentary for Platinum, Diamond and Blue Diamond partners.

***** October Updates :** For display purposes, each retailer will receive \$1000, \$2500 and \$5000 voucher cards with zero values in them. After depleting their own voucher inventory from the initial kit, retailers can place the order of \$100 consumer voucher cards (minimum of 100 per order) and \$250 consumer voucher cards (minimum of 25 per order). The cost of cards are found in the Appendix B below.

Appendix A: Example Invoice with Voucher Codes

TACORI 1736 Gardena Ave. Glendale, CA 91204 800 421 9844 818 863 1520 tacori.com		BRIDAL		SALES ORDER	
Bill To:		Sold To:		Ship To:	
Order Date 07/25/17		Ship Date 08/08/17		RA Declared Value 0.00	
Order Qty.		B.O. Qty.		Item No.	
Description		Ship Date		Ring Size	
Applied Code		0000		Shape	
CUSTOMIZE FOR LARGER CTR				Head Size	
TACORI SMALL ORIGINAL RING BOX				Center Stone	
Journey Consumer Voucher \$2500				Disc.	
Applied Code		0000		Extended Price	
Journey Employee Voucher \$250					

Total Lines: 6	Open Subtotal:	0.00
Total Order Qty: 4	Invoice Discount:	0.00
Total BO Qty: 4	Tax:	0.00
Page: 1	Freight:	0.00
	Total:	0.00

The acceptance of the return of any merchandise shall be at the sole discretion of Tacori. Tacori reserves the right to charge a (35%) restocking fee for accepted returns. All special, custom made merchandise will not be accepted for return, unless authorized in writing by Tacori, and subject to a thirty five percent (35%) restocking fee. Any unauthorized copying of Tacori merchandise is strictly prohibited and forbidden by law. Any purchase shall not be deemed to establish an exclusive right to purchase or sell merchandise as to either party. Further or future sales may be terminated at any time, for any reason and without prior notice. Continued sales are at the sole option of Tacori. Please note that delivery times vary depending on terms. Tacori shall not be responsible for lost profits or other damages incurred for any delays in or failure by Tacori to make shipments of any order. Total carat weight may vary by plus or minus 0.04 carats from the presented total weight.

Appendix B: Cost of Voucher Cards

METAL CARDS					
PRINT DELIVERABLES	\$100.00	\$250.00	\$1,000.00	\$2,500.00	\$5,000.00
	TRAVEL VOUCHER	TRAVEL VOUCHER	TRAVEL VOUCHER	TRAVEL VOUCHER	TRAVEL VOUCHER
	\$10.00	\$20.00	\$35.00	\$60.00	\$100.00

Please activate immediately. Voucher Card will expire two (2) years following the date of activation or three (3) years following the date of code generation.