



# How to Order

Thank you for your interest in ordering The Home Depot Gift Cards for your company. When placing an order, please follow the instructions below:

- 1. Complete Order Form** – All orders are to be accompanied by a Home Depot Incentives, Inc. (HDII) Order Form (Attached)
  - Orders are processed in the order in which they are received.
  - Orders are processed and shipped within 3 business days. Please have orders in by 3:00 P.M. EST for same day processing. Gift Cards are shipped via UPS overnight service at no additional charge.
  - Home Depot Incentives, Inc. is open Monday – Friday, 8:00 A.M. to 5:00 P.M. EST at 1-800-918-3631. All orders must be mailed, faxed or emailed (scan of signature). We do not accept phone orders.
- 2. Select Payment Type** – We accept the following methods of payment: Credit card (American Express, Discover, The Home Depot, MasterCard, Visa), Check, Wire/ACH and Invoice.
  - Credit Card payments must have the following information – Credit card number, cardholder signature, verifiable billing & shipping address, billing & shipping phone number, and CVC2 number.
  - New customer orders using a credit card as payment must have cardholder information verified and approved prior to shipment. Incorrect information will delay processing until all information is verified by the cardholder's issuing bank.
  - Wire/ACH payments: please see below for Wiring Instructions.
  - Invoiced customers must have a signed agreement with an approved credit application prior to shipment. (Credit Application Attached)
- 3. Complete Promotion Agreement** – If you are using The Home Depot logo in your marketing materials and/or advertising, you must complete a Promotion Agreement. You will receive the correct legal document when you complete your order.
- 4. Follow Client Advertising Standards** – The Client Advertising Standards are attached. Please follow these guidelines and the approval process for your program.

## Wiring Instructions

If you are wiring your payment to The Home Depot (Wire or ACH Transfer), please follow these instructions:

**Account Name:** Home Depot Incentives, Inc.  
**Account Number:** 3048-5723  
**Bank Name:** CitiBank  
**ABA# (Routing #):** 021-000-089  
**Bank Address:** 111 Wall Street, New York, NY 10005

1. Wire or ACH Transfers must appear in our reports by 3:30 p.m. EST
2. Report at 3:30 p.m., the order will be processed the following day.
3. When a Wire or ACH Transfer has been sent, please send an email notification to [gift\\_certificates@homedepot.com](mailto:gift_certificates@homedepot.com)

## Please Note

All cards are for US Home Depot, unless otherwise noted in the Denomination section. You may order US THD and Canada THD.

