

## Completing the Import Template for Hubs:

**Column A** – If you are shipping to a company, please insert the name of the company here. If you are NOT shipping to a company, please enter the recipient's full name here. **CHARACTER LIMIT: 35**

**Column B** – Please enter the street address of the recipient. Please be sure to include Lane, Street, Road, etc if you are entering a street address. (If there is no street address, please enter a PO Box.) **CHARACTER LIMIT: 35**

**Column C** – Please use this column only if indicating a Suite number or apartment number. **CHARACTER LIMIT: 25**

**Column D** – Please enter the name of the City. **CHARACTER LIMIT: 15**

**Column E** – please enter state abbreviation. **CHARACTER LIMIT: 2**

**Column F** – Please enter the 5-digit zip code. **CHARACTER LIMIT: 10**

**Column G** – If you have entered a company name in Column A, please enter the contact name in this column. If you have entered a name in column A, this field should be left blank. **CHARACTER LIMIT: 20**

**Column H** – Telephone of recipient is NOT required. **CHARACTER LIMIT: 14**

**Column I** – Email of recipient is NOT required. **CHARACTER LIMIT: 35**

**Column J** – If you wish to include a gift message, please type it here. NOTE: There is a character limit of 140 characters. **CHARACTER LIMIT: 140**

**Column K** – Not required

**Column L** – Please enter the date you want this order to ship. **CHARACTER LIMIT: 10**

**Column M** – Hubs will complete this information. **CHARACTER LIMIT: 4**

**Column N** – Please enter the Hubs item you wish to ship here. **CHARACTER LIMIT: 15**

**Column O** – Please enter the quantity of the item here. **CHARACTER LIMIT: 8**

**Column P** – This field is not required unless you are sending a 2<sup>nd</sup> item to the recipient. If you are, please enter the item number here. **CHARACTER LIMIT: 15**

**Column Q** – This field is not required unless you are sending a 2<sup>nd</sup> item to the recipient. If you are, please enter the quantity here. **CHARACTER LIMIT: 8**

**NOTE: If you are sending more than 3 items to a customer, please contact Hubs for further information.**