# Christmas Shipping Cut-off Communication Check List

ETSY

| | | Shop 1 | Shop 2 | Shop 3 |
|---|---|---|---|---|
| **1** | **Shop Banner** | | | |
| Cut-Off Notification | Update your shop banner with a festive, on brand image. | | | |
| Public Notification | Consider including the shipping cut-off date directly on your banner. | | | |
| After Cut-Off | If cut-off noted on banner, update to indicate that Christmas delivery is no longer likely. | | | |
| After Season | Delete and/or replace with original banner. | | | |
| | | | | |

| | | Shop 1 | Shop 2 | Shop 3 |
|---|---|---|---|---|
| **2** | **Shop Announcement**<br>Shop Manager > Pencil icon beside shop name > Announcement | | | |
| Cut-Off Notification | You've counted back your processing time and anticipated delivery time to get your cut-off date. | | | |
| Public Notification | Welcome and happy holidays! CHRISTMAS SHOPPERS: Please note that my holiday "shop by date" is **12/xx**. If you need your order to arrive prior to **[Day of Week]**, December 25, your order will have to be placed on or before **[Day of week]**, December **xx**. After 12/xx Christmas delivery is no longer likely. | | | |
| After Cut-Off | IMPORTANT NOTE: The Christmas cut-off date has passed. Any orders placed now should not be expected to arrive before Christmas. | | | |
| After Season | Delete and/or replace your shop announcement. | | | |
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| | | Shop 1 | Shop 2 | Shop 3 |
|---|---|---|---|---|
| **3** | **Message to Buyers** (aka Thank You Email)<br>Settings >Info & Appearance | | | |
| Cut-Off Notification | And just in case they love it and want another... | | | |
| Public Notification | Thank you... If you're still considering additional Christmas shopping please place orders before... | | | |
| Public Note Option | Every effort will be made to get qualifying orders to the carrier by our ship-by date. Note, that unless expressly stated by the delivery service purchased, carriers do not guarantee shipments will arrive before 12/25. | | | |
| After Cut-Off | Thank you... PLEASE NOTE - ORDERS ARE UNLIKELY TO ARRIVE BEFORE THE HOLIDAY. If you would like to cancel your order, please contact me within **XX** hours. **(*You must follow your actual shop cancellation policy)**. If your order is not canceled, it will be filled with the expectation that it may arrive after 12/25. | | | |
| After Season | Delete and/or replace. | | | |
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| **4** | **FAQ's**<br>Shop Manager > Pencil icon beside shop name > Frequently asked questions | | | |
| Cut-Off Notification | You can't guarantee delivery, but you can assure your customers that you will do your part. | | | |
| Public Notification | **Heading:** Christmas Delivery: If your order is placed by **xx/xx** every effort will be made to get your order in the hands of the carrier asap. | | | |
| After Cut-Off | Please know that the Christmas delivery cut-off date has passed. Any orders placed now should not be expected to arrive before Christmas. | | | |
| After Season | Delete and/or replace the FAQ. | | | |
| | | | | |

| 5 | **Shipping Settings Verification** | Shop 1 | Shop 2 | Shop 3 |
|---|---|---|---|---|
| Review | You have verified processing times, estimated delivery dates. | | | |
| Review | You have confirmed shop policies and carrier recommendations. | | | |
| FYI | Please note that standard USPS services do not guarantee delivery by Christmas. | | | |
| After Season | Review any temporary changes and keep settings accurate. | | | |

| 6 | **In Listings** (Without messing with variations, etc.)<br>On listings page, choose all by clicking box (top/left), choose "Select xx on all pages" to ignore pagination.<br>Editing Options > Edit Descriptions > **Add to front** | | | |
|---|---|---|---|---|
| Cut-Off Notification | Enter your statement followed by a blank line to separate it from details. View/Check sample window. | | | |
| Public Notification | Christmas orders must be placed prior to **12/xx** for holiday shipping. | | | |
| After Cut-Off | PLEASE NOTE: The Christmas cut-off date has passed. Any orders placed today should NOT be expected to arrive before Christmas.<br><br>**When removing;** Copy statement directly from a listing to ensure accuracy and pick up the blank line. Choose Delete, paste statement (including extra blank line, but don't accidentally delete your 1st line of description text). The expected result will be visible in the sample window. | | | |
| After Season | Confirm all listing and shop notifications have been removed. Save for next year! | | | |

## IMPORTANT NOTES:

### Shipping / Processing Profiles

- Unless you sellinstant downloads, **this applies to your shop.** No matter what you sell, you don't want to get caught up in the hectic holiday delivery systems without reminding your customers.
- This is when your shop policies really matter. Review them now.
- During updates, check/adjust your shipping and processing profiles for currently accurate shipping times.
- When making changes always look for and click "Save Changes"
- Above are a variety of wording options for shipping notices. Please customize to fit your own shop(s) and use the same one everywhere.

**For more information and ideas on how to communicate deadlines in your shop:**
**Click here to read my post on KeepCreatingFun.com**

Then use the following to help you keep track.

| | | Shop 1 | Shop 2 | Shop 3 |
|---|---|---|---|---|
| Cut-Off Notification | | | | |
| Public Notification | | | | |
| After Cut-Off | | | | |
| After Season | | | | |
| | | | | |

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