UNIT 3877

CORPORATE GIFTING GUIDE

A gift that rewards sharp minds.



PREMIUM ANNUAL ESPIONAGE FICTION SUBSCRIPTIONS

FOR CLIENTS • EXECUTIVES • TEAMS

A year of exceptional espionage fiction

delivered one assignment at a time.

Unit 3877 is a premium annual espionage-fiction subscription for readers who take the genre seriously. Each month, recipients receive a carefully selected hardcover spy novel and an original digital intelligence briefing on the real-world tradecraft, organizations, history, technology and geopolitics behind the story. It isn't a book club: there are no meetings, no discussion schedule and no obligation to read on anyone else's timetable.

Designed for people worth knowing

For clients, executives, partners and colleagues who enjoy espionage fiction, international affairs or geopolitical history, or who are known to be serious readers. No prior knowledge of intelligence or spycraft is required.

One clearance. Twelve assignments.

You buy a set of clearances and assign one to each recipient. Each includes 12 hardcover espionage novels delivered one a month, the matching intelligence briefings and, at the Station Chief level, the audiobook edition of each title.

A gift with a longer life

Most corporate gifts are enjoyed once. Unit 3877 arrives every month for a year. It keeps you present without becoming promotional: no branded merchandise and no sales message, just twelve months of great reading.

A gift that does the work for you

You don't choose books, assemble packages, manage shipments or keep a gifting calendar. Recipients claim their own clearance and enter their own address, and we handle everything from there.

What recipients receive

12

Hardcover espionage novels

Each month, a hand-picked hardcover arrives at the recipient's door. Every title is chosen for how it handles intelligence, tradecraft, geopolitics and operational detail, so the year is serious reading, not a stack of generic bestsellers.

FOR THE RECIPIENT Each arrival feels like an assignment, not a merchandise shipment.

FOR YOU One purchase creates twelve moments of contact with the recipient.

12

Digital intelligence briefings

Each novel comes with an original briefing on the real-world material behind it, from intelligence organizations and tradecraft to historical events, technology and geopolitics.

FOR THE RECIPIENT The book becomes more than entertainment.

FOR YOU The gift has intellectual substance without feeling like branded merchandise.

ALL YEAR

The Unit 3877 Archive

Every briefing is saved to the recipient's personal archive, building into a library of intelligence material over the year.

FOR THE RECIPIENT The experience builds over time rather than ending with each delivery.

STATION CHIEF

Audiobooks

Station Chief recipients also receive the audiobook edition of each month's title through Libro.fm, theirs to keep.

Two clearance levels

Both levels include the full reading experience. Station Chief adds audiobooks and a higher level of support.

LEVEL I

Field Agent

The core Unit 3877 experience.

$480

per recipient at 10–49 clearances, with lower rates from 50

- 12 hardcover espionage novels
- 12 digital intelligence briefings
- Unit 3877 Archive access
- Standard recipient support

LEVEL II

Station Chief

The premium recipient experience.

$720

per recipient at 10–49 clearances, with lower rates from 50

Everything in Field Agent, plus:

- The audiobook edition of every monthly title, through Libro.fm, for listening while traveling, multitasking or whenever the hardcover isn't at hand
- Enhanced support and priority handling for shipping issues, address changes and anything needing individual attention

Mix both levels

One program can hold any mix of Field Agent and Station Chief clearances. Your rate is set by the total across both.

Change your mind

Switch a clearance's level any time before its recipient claims it. After that, you can still upgrade to Station Chief.

How it works

One program. One point of coordination. A year of managed gifting.

You choose your clearances and add your recipients. We handle everything from the claim to the last delivery.

01 **Choose your clearances**

Decide how many Field Agent and Station Chief clearances you need, minimum 10. Assign them all at once or as occasions arise.

02 **Approve your program**

We send a proposal setting out your clearances by level, pricing, timeline and terms. Once you approve it, we invoice you.

03 **Prepay for the year**

Pay by card, ACH or check; your program year begins when payment arrives. Invoices, receipts and PO references come from Bookshelf Bliss, our operating entity.

04 **Add your recipients**

Create a cohort in the secure portal, upload its CSV roster and choose whether we send the invitations or you do.

05 **Recipients claim their gift**

Each recipient follows their invitation and enters their name and shipping address. You never collect or keep addresses.

06 **The claim deadline passes**

The gift begins for everyone in the cohort who has claimed, and their monthly shipments start.

07 **We handle fulfillment**

Hardcovers ship with tracking, briefings and audiobooks arrive digitally, and recipients have support for all 12 months.

08 **Follow your program**

The portal shows who has been invited and who has claimed, plus each cohort's deadline and counts. Delivery reports on request.

Invitations and deadlines

Set up cohorts

Recipients are grouped into cohorts that share a claim deadline: one for your whole list, or one per occasion, such as a holiday or client anniversary. A cohort can be a single person, and each starts shipping from its own deadline. In the portal, you create a cohort and upload its CSV roster in one step. Each recipient must claim with the email address you upload for them.

Choose how invitations go out

OPTION A

We send them

Each recipient gets a personal email invitation, right away or on a date you schedule. Pick the date, time and time zone and we send within that hour, so invitations can land on a holiday or milestone. You can change or cancel the date until it arrives, and we confirm once they've gone out.

OPTION B

You send them

Use our editable PowerPoint invitation for your level. Add your logo and a short note, paste in the cohort's claim link and send it as a PDF; a checklist slide walks you through it. Or send us your logo and message and our concierge team will prepare the invitations.

If we send your invitations, let recipients know to expect one from duty.officer@unit3877.com. Inviting your own staff? Ask your IT team to allow that address so spam filters don't hold it.

Reminders

We can email anyone who hasn't claimed 7 days and 2 days before the deadline.

Printed invitations

A premium invitation by mail, from $12 each, arriving with or shortly after the email.

Setting the claim deadline

Set it about 30 days after invitations go out, and no less than two weeks. Deadlines can't fall in the last four days of a month; if 30 days lands there, choose an earlier date or the first of the next month. Clearances not claimed by the deadline count as unused.

Pricing

Programs are prepaid for 12 months, and the rate per clearance drops as you buy more. Proposals can be tailored to your recipient mix and any special requirements.

PRICE PER CLEARANCE, BY TOTAL CLEARANCES IN YOUR PROGRAM

Clearances	Field Agent	Station Chief
10–49	$480	$720
50–99	$450	$675
100–249	$420	$630
250+		*Contact our Enterprise Desk*

Your rate is set by your total clearance count across both levels combined.

EXAMPLE

40 Field Agent + 10 Station Chief = 50 clearances at the 50–99 rate

(40 × $450) + (10 × $675) = $24,750

From 10 clearances

The minimum program size. Smaller orders can use individual subscriptions.

Prepaid, net-30 welcome

Your program year starts when payment arrives. Set up cohorts while it's in process.

U.S. shipping included

Standard shipping and handling are included. Taxes are charged separately.

We manage the details. You manage the relationships.

We handle everything recipients see and support them throughout their 12 months, so your team's admin stays low.

Shipping label

Recipients know the gift is from your organization: your name appears on the invitation and in the emails sent before each delivery. The label shows Bookshelf Bliss, our operating company, as the sender, and we tell recipients this in advance.

Shipping and packaging

Each hardcover ships by USPS Media Mail in a protective, unbranded book mailer. It keeps the dust jacket pristine and makes for an intriguing, classified unboxing.

Damaged in transit

If a hardcover arrives damaged, the recipient contacts us. We send a replacement right away and arrange the return of the damaged copy.

International recipients

Hardcovers ship to U.S. addresses only. Briefings are available internationally; audiobook access varies by territory and title. Our concierge desk can arrange delivery to a U.S. office or address, or explore in-country options.

Briefings and audiobooks

Each month, recipients receive the briefing by email, with a secure link to the print-ready PDF dossier. It reads well on a desktop or phone and can be saved for offline reading. Every briefing is also kept in the recipient's Unit 3877 Archive, hosted by Bookshelf Bliss, which they open by signing in with their email.

Station Chief recipients also receive a Libro.fm link for each month's audiobook. Once redeemed, it stays in their Libro.fm library for good. Libro.fm audiobooks are DRM-free, so recipients can listen in the app on iOS or Android or download the files to other devices.

YOUR ROLE

Choose. Fund. Add your recipients.

OUR ROLE

Everything else.

Invitations, delivery and support for all 12 months.

Whether you're gifting ten people or two hundred, your part stays the same.

REQUEST A SAMPLE

REQUEST A PROPOSAL

YOUR PROGRAM MANAGER

duty.officer@unit3877.com

Monday to Friday, 8:00 AM–4:00 PM Central Time. We aim to reply within one business day.

PROGRAM TERMS

The appendix that follows (pages A1–A4) covers payment, recipient changes, refunds and renewal. Unit 3877 is operated by Bookshelf Bliss.

Program terms

Clear terms. No surprises.

Programs run on a 12-month program year. Here are the main terms; your approved proposal and program terms govern each program.

Account management

Your Program Manager is your single point of contact for everything, from setting up cohorts to recipient questions and delivery issues. Reach them at duty.officer@unit3877.com, Monday to Friday, 8:00 AM–4:00 PM Central Time; we aim to reply within one business day.

12-month program year

Each program begins on the date it is approved and paid. During the program year, you can assign your clearances to recipients whenever you need them, in one cohort or several.

Every assigned clearance gives its recipient the full 12-month Unit 3877 experience, starting when their cohort's claim deadline passes. Recipients assigned late in the program year still receive all 12 months, even when their deliveries continue past the end of the program year.

Orders below 10 clearances

Programs need at least 10 clearances. For smaller orders, we can help you set up individual subscriptions.

Multi-year programs

Programs are sold one 12-month program year at a time, and multi-year commitments don't receive a standard discount. For programs of 250 or more clearances, our Enterprise Desk can discuss multi-year arrangements.

Payment terms

Programs are prepaid in full for the 12-month program year; we don't offer monthly or quarterly invoicing. If your organization pays invoices on net-30 terms, that's fine: your program year starts when payment arrives, so you still get the full 12 months to assign clearances. You can set up cohorts and schedule invitations while payment is in process.

Payment can be made by credit card, ACH or check, and we can provide the documentation your procurement process needs, including a purchase order reference. Invoices and receipts are issued by Bookshelf Bliss, the operating entity for Unit 3877, and card or bank statements will show Bookshelf Bliss as the billing entity.

Shipping costs, taxes and handling fees

Standard U.S. shipping and handling are included in the program cost. Applicable taxes and non-standard shipping are charged separately. Non-standard shipping includes expedited delivery or delivery to an international address where our concierge desk has arranged it.

Recipient changes

Address changes

Recipients can update their shipping address any time using the update link in every email we send them. About ten days before each book ships, they receive a reveal email announcing the title, with a reminder to check their address.

Changes made up to five days before shipment apply to that month's book; later changes apply from the following month. The first book is revealed when the cohort's claim deadline passes. If a recipient needs help with an address or a delivery problem, our team can assist throughout their 12 months.

Wrong shipping address

Recipients can correct their address any time using the update link in their emails. If a book has already shipped to the wrong address, the recipient should contact us. We'll reship it and invoice you for the replacement copy and postage.

Pauses and skips

Recipients can pause or skip deliveries themselves, using the link in their emails, for up to three months in total. Skipped months are added to the end of the 12-month period so that they still receive 12 deliveries. The first book can't be skipped. You don't need to do anything when a recipient skips, and your program year isn't affected.

Swapping the monthly book

Recipients can't swap a monthly book for another of their choice. The program includes 12 books selected by Unit 3877 and delivered one per month.

Changing a deadline

Each cohort's claim deadline can be changed after it's set. Send your Program Manager the cohort and the new date. Because a cohort's shipping schedule starts from its deadline, moving the deadline also moves that cohort's first shipment and every month after it.

Additional recipients

Need more clearances after your program starts? We can add them, subject to availability. Your rate stays locked for the program year, and if the extra clearances move your total into a higher tier, the new ones get the lower rate. We'll confirm pricing before adding them.

Clearances, refunds and privacy

Switching between Field Agent and Station Chief

Before a recipient claims. You can switch a clearance's level any time before its recipient claims it, whether or not it's in a cohort yet. Tell your Program Manager which clearances to switch. Moving up to Station Chief costs the price difference at your program's rate; moving down to Field Agent earns that difference back as a credit. If we sent the recipient's invitation, we'll send an updated one. If you sent it yourself, send them the template for their new level.

After a recipient claims. You can still upgrade them to Station Chief for the price difference on their remaining shipments, and audiobooks start with their next title. Claimed clearances can't be moved down to Field Agent.

Unused clearances, rollovers and refunds

A clearance is unused if it hasn't been placed in a cohort by the end of the program year, or if its recipient doesn't claim by their cohort's deadline. Within the program year, you can reassign an unused clearance to someone else. You can also roll it into your next program year if you renew, or ask for a refund, as set out in your program terms.

Claimed clearances aren't refundable. The one exception is when you end a gift early: you can ask for a refund on that recipient's remaining books (see "When a recipient leaves your firm").

Privacy and security

Recipient information is used only to run your program: sending invitations, shipping books, delivering digital content and supporting recipients. It is never sold, rented or shared with third parties for marketing or commercial purposes.

Access is limited to the staff who need it to administer the program, and it's protected by appropriate technical and organizational safeguards. We keep it only as long as the program, any outstanding orders and legal or record-keeping requirements need it, then delete or securely dispose of it. If a security incident affects recipient information, we will investigate promptly and notify you as required. More detail on our security practices is available on request.

Leavers, renewal and final terms

When a recipient leaves your firm

If a recipient leaves part-way through their gift, you can let them keep it; nothing changes. If you'd rather end it, contact us. The recipient keeps the books already sent or on their way, and can still read the briefings already in their archive. We'll send them a short thank-you note, or nothing at all if you'd prefer. Their remaining shipments are yours to use in one of three ways:

— **Pass them to someone new.** The new person receives the remaining books at the same level, picking up where the gift left off.

— **Top up to a full 12 months for someone new.** Each unused book counts toward the new clearance at one-twelfth of the original clearance's price, so you pay only the difference and the new person receives all 12 books. For example, a $720 clearance with 7 books left gives a $420 credit, so the new clearance costs $300.

— **Hold them for later.** Assign the remaining books to a future recipient as a shorter gift, roll them into your next program year if you renew, or ask for a refund. This is the one case where part of a claimed clearance can be refunded.

For either of the first two options, send us the new person's name and email. We'll invite them to claim their clearance and enter their own shipping address. If you already have their address, include it and their gift starts with the next shipment.

Before a cohort's claim deadline, you can replace anyone who hasn't claimed yet by uploading a new roster to that cohort in the portal.

Program renewal

Programs don't renew automatically. A program can be renewed for another program year at the pricing and terms in effect at renewal. Renewing gives you a new set of clearances to assign over the following 12 months. We recommend renewing at least 30 days before your current program year ends, so you can keep assigning clearances without a gap.

Renewal is confirmed, and the new program year begins, once payment is received. Recipients already receiving deliveries continue through their full 12 months whether or not you renew.

Final terms

Your approved proposal and program terms govern your program. If they differ from this guide, they take precedence.