



SOROPTIMIST  
Best for Women

SIA's Region Conference  
**Consignment Merchandise Order  
GUIDELINES for 2010**

**To Place an Order:**

- Complete and return the official order form to HQ.
- *Order early!* Please specify the date the merchandise is needed on the consignment order form.
- Headquarters will pay shipping & handling charges for one region order to one address indicated by the consignee (ordering person.)
- *Orders sent less than four weeks prior to conference may be assessed overnight shipping fees.*

**When returning payment and any unsold merchandise:**

- Complete the last column on the official form and return with payment for the items sold.
- Return the unsold items along with the form at the same time. We cannot process returns unless the form and the items are sent together.
- Be sure to include a copy of the settlement form with merchandise.
- *Return orders over \$100 value will be charged a \$25 restocking fee so please select carefully!*
- Monies remitted and unsold items must equal the total of merchandise shipped. Consignee will be invoiced for any discrepancies.
- Consignee must pay shipping charges for the return of unsold merchandise, using a delivery system that will allow tracking the packages. All unsold merchandise should be addressed to Headquarters and properly packaged to avoid damage.

**Remittance and unsold merchandise must be received within ten business days after the last date of the meeting/conference.**

- Note: Please do not place permanent stickers/price tags on our boxes or sales items. Thank you!

**Hakim Erwin**

**215-893-9000 ext. 134** or [hakim@soroptimist.org](mailto:hakim@soroptimist.org)

- Please return unsold merchandise to:  
**SIA Headquarters  
ATTN: Sales Department  
1709 Spruce Street  
Philadelphia, PA 19103 USA**

