



SIA's Region Conference
**Consignment Merchandise Order
GUIDELINES for 2011**

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 order, to one address as indicated by the consignee (ordering person.)
- *Orders will be shipped 3 weeks in advance of the conference date.*

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 Soroptimist 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!

Stephen Helfrich

215-893-9000 ext. 134 or steve@soroptimist.org

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

