



SOROPTIMIST

Best for Women

Sales Order Form

Date _____

1709 Spruce Street, Philadelphia, PA 19103
Phone: 215-893-9000 ext. 134 or Fax 215-893-5200 attn: Sales Dept.
or email: hakim@soroptimist.org or sales@soroptimist.org

Quantity	Item Number	Name of Item/Description	Price	Total

Method of Payment (payment must be included for order to be processed):

- Visa American Express*
- Check MasterCard

Sub Total

Clubs in PA ONLY add 7% Sales Tax

RUSH FEE

Add 10% shipping/handling fee (minimum \$5.00, except RUSH)

1, 2 or 3-day UPS Air for RUSH order

PLEASE NOTE: Prices are subject to change at any time.

Use the special order form for name badges, club banners, and meeting place panels.

TOTAL

Shipping address (Deliveries are made via UPS; please provide a street address. UPS cannot deliver to P.O. boxes):

Club Name: _____ Club Number: _____

Name: _____ Member Number: _____

Address (street address only; no P.O. boxes): _____

Address line two (if needed): _____ Country: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Day telephone number: _____ Email address: _____

Credit Card orders cannot be processed if the following information is not completed:

Cardholder's Name: _____ Day telephone number: _____

Cardholder's Address: _____

Credit Card Number: _____ Expiration Date: _____

4-digit security code on back of card, American Express cards only: _ _ _ _ Required for all AMEX orders.

Cardholder's Signature: _____

Orders are processed by date received. Delivery time of up to 2-3 weeks is based on the date the order is received at SIA headquarters, allowing time and shipping the order. Please allow additional time for all items that require imprinting/engraving. All orders are shipped using the most cost effective office box numbers are not accepted. Inventory items will be shipped from headquarters, while other custom goods will be shipped by the supplier notified if any sales items are out of stock. No exchanges or credits will be made for items returned 60 days after the date of the shipment. Prices are subject to change at any time. RUSH orders are only available by phone or fax, not online. They will be processed and shipped within four working days of receipt of the order. A RUSH fee will be charged in addition to UPS 1,2 or 3 Day Air for shipping and handling fees. Some duties and value added taxes may be required and are the responsibility of the customer.

Revised

