



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: sales@soroptimist.org

Table with 6 columns: Quantity, Item Number, Name of Item/Description, Price, Total, Office Use. Multiple empty rows for item entry.

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

- Payment options: Visa, American Express*, Discover, MasterCard, Check.

Sub Total
Clubs in PA ONLY add 8% 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.

TOTAL

Please use the special order form available on the website for custom name badges. To receive volume discounts on orders of 20 or more of the same item, please contact sales@soroptimist.org.

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: _____

Upon receipt, orders are processed and packed for shipping within two business days. In the continental United States most orders will arrive no later than 10 business days after processing. Please allow additional time for custom printed name badges and use the Special Order Form for these items. We are unable to ship to Post office box numbers. You will be notified if 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. If you have questions or need sales item(s) sooner than the standard shipping time listed above, please contact the SIA sales department at 215-893-9000 x134 between 8:30 a.m. and 4:30 p.m. Eastern time, Monday through Friday—or by e-mail to sales@soroptimist.org. Rush orders are sent via the United Parcel Service (UPS). In addition to the cost of the UPS shipping fees a \$10.00 rush fee will be added to your order. For orders shipping outside the USA some duties and value added taxes may be required and are the responsibility of the customer.