

ORDER FORM

Customer Name _____ Date _____
 Shipping Address _____

Email _____ Phone Number _____
 Billing Address [if different from shipping] _____

UPC #	Style Description	Price	Discount Given	Price Charged
			Shipping:	
			Sales Tax:	
			Total Charged:	

Customer Signature _____

Employee that captured the order: _____ Employee that processed the order: _____

Exchanges & Store Credit: Within 30 days from purchase date, unworn product will be accepted for store credit only. Must have receipt. Color bar designs, sale items, and items that have a birthday discount applied are items final sale.

Sales Tax: If you are overriding the sales tax rate, submit the tax rate change form. You will need the transaction number, purchase total, tax rate applied, and UPS tracking.

UPS Tracking _____

- Ground shipping [1-5 business days] FREE
- 2 Day Air – use quoted amount from UPS site
- Next Day Air – use quoted amount from UPS site

Transaction # _____ Shipped by: _____

Notes: _____

The below information is not required if you are able to process the sale while on the phone. This form must be stored in your PCI bag until you are able to process the transaction.
(tear below this line and shred immediately after this transaction has been processed)

Credit Card Number _____ Expiration Date _____ CVV|CVC _____