



# FACILITY ORDER FORM

Check #  Privilege Group  P.O. #

1256 Haddonfield-Berlin Road, Voorhees, NJ 08043  
856-767-1300 • information@mikesbettershoes.com • www.mikesbettershoes.com

## Payee (Family, Friends, or Facility)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Ship To

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_

Institutional #: \_\_\_\_\_ Housing Unit: \_\_\_\_\_

Qty.	Item/Style	Description	Size	Width	Color	Unit Price

**To help expedite your order, we encourage you to list alternate styles, sizes and family/friend e-mail address!**

**Payment Terms:** F.O.B. shipping point. Payment must accompany your order. Payment will not be deposited until merchandise ordered is available for shipment. If you wish to cancel the order, your original check will be returned or a refund check will be issued. We accept Institutional Checks, Money Orders, and Major Credit Cards (*Visa, Master Card, Discover, American Express*).

**Shipping:** Orders will be sent via UPS ground within 5 business days. Special orders will be acknowledged in writing and an estimated delivery date given. Back orders and/or substitutions are not allowed. Please add the appropriate shipping rate: \$0-\$99 = \$7.99, \$100-\$149 = \$10.99, \$150 or over ships free. For residential delivery call our retail location 856-767-9807 for shipping rate.

**Returns & Exchanges:** If you are not completely satisfied with your purchase, you may exchange/return any part of your order. All returns will be refunded in the manner in which they were originally purchased. Return freight will be the responsibility of the shipper. Returns may be accessed a 10% restocking fee. If you wish to make an exchange due to fit, your restocking fee will be waived however, please remember to send money to cover the returned freight. MBS will not be responsible for return product that are lost or damaged in transit. When necessary we suggest you insure the return package for full value. Shipping charges will be refunded only if we made an error with regards to your order.

**Tracking:** Inmate number, order number, or invoice number must appear on all documentation in order for us to resolve any issues. **New Service:** Provide us with the e-mail address of a designated contact person so we can notify them when your order has shipped. This will enable them to track the shipment via the internet.

**California Only:** Shipments cannot exceed 30 lbs. California D.O.C. only allows one package per quarter. If an additional order is received for an inmate that has already received a package within the quarter the order will not be processed. We will monitor each inmate to make sure orders are not duplicated within our organization.

NOTES	_____
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_____	_____
<b>Thank You For Your Business!</b>	