



CORRECTIONAL ORDER FORM

Check #

Privilege Group

P.O. #

1256 Haddonfield-Berlin Road, Voorhees, NJ 08043

856-767-1300 • fax:856-767-6017 • 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 and sizes!**

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.

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 assessed 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 \$9.99 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.

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.

Subtotal	
Shipping	\$9.99
Sales Tax (if applicable)	
TOTAL DUE	

NOTES _____
