



# 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 \$8.99 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	<b>\$8.99</b>
Sales Tax (if applicable)	
<b>TOTAL DUE</b>	

NOTES \_\_\_\_\_  
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# INQUIRY FORM

**NOTE:** To expedite your order, please specify how you would like us to proceed based on product availability and price.

**Alternate Selection:** If we can not fulfill your order, where permitted, MBS will provide you with pictures of alternate footwear available in your size. If you wish to select a different item, please respond with your alternate style and size. By making this selection you are permitting MBS to make the substitution and that you will not receive your original purchase.

**Discontinued Items:** Items ordered which have been discontinued and are no longer available will be noted in our response. Your money will be returned or you will be asked to make another selection.

**Special Orders:** Special orders for unique sizes or unique applications are subject to manufacturers availability and facility approval. Once your shoes have been ordered, please be patient. Delivery can take additional time to fulfill. If you cannot afford to wait, let us know. Your order will be cancelled and your payment returned.

**Outside Purchases (where applicable):** For all third party orders (third party) we require payments to be returned to the purchaser. If you are making an outside order request, please make sure your family/friend specifies their name, address and telephone number. We accept Money Orders, and Major Credit Cards (*Visa, Master Card, Discover, American Express*).

**Warranty:** All products are warranted against manufacturing defects. Before sending back used, worn or defective shoes, please write us first. Shoes will not be replaced for excessive wear or abuse.

**Catalog Errors:** Every effort has been made to show and describe the merchandise in this catalog as accurately as possible. However, many manufacturers make minor changes in design specification, color, and style during the year. We regret any typographical errors or descriptions we may have overlooked. Prices and specifications are subject to change without notice.



1256 Haddonfield-Berlin Road  
Voorhees, NJ 08043

PLACE  
STAMP  
HERE

State Correctional Facility \_\_\_\_\_

Address \_\_\_\_\_

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

Name \_\_\_\_\_

Institutional Number \_\_\_\_\_

Housing Unit \_\_\_\_\_

NOTES \_\_\_\_\_  
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E-MAIL OF DESIGNATED CONTACT PERSON \_\_\_\_\_

