Soroptimist International of the Americas
Consignment Order Form

1709 Spruce Street, Philadelphia, PA 19013-6103
Phone: 215-893-9000 x134; Fax: 215-893-5200; Email: sales@soroptimist.org

Today's date:_____

*Please note that all orders are usually shipped within 5 business days of receipt unless otherwise specified. If you would like to arrange for a specific arrival date, please contact Andrew Ballinghoff at sales@soroptimist.org

Name:_____ Region:_____

Shipping Address (no P.O. boxes please):_____

City:_____ State/Province:_____ Postal Code:_____

Daytime telephone number:_____ Email:_____

Date needed to arrive: _____

To be completed by region				To be completed by SIAHQ		
Item #	**Description**	**Price Per Item**	**# Requested**	**# Shipped**	**Amount Invoiced**	**# Returned**

For SIAHQ use only

Date merchandise shipped:_____ Merchandise return due date:_____

Date merchandise returned:_____ Payment received:_____

Soroptimist International of the Americas
Consignment Return Form

1709 Spruce Street, Philadelphia, PA 19013-6103
Phone: 215-893-9000 x134; Fax: 215-893-5200; Email: sales@soroptimist.org

Today's date:_____

Name:_____Region:_____

- **Please note that if you keep all items ordered and do not return anything you will receive a 5% discount off the total cost of your order.**
- Complete the information below (item #, description and number returned) and include a copy of this form with the returned items.
- Please remove any stickers, tags or labels from the items. Package the items to prevent damage.
- You must use a delivery carrier that will track the package such as UPS, FedEx, US Postal Service priority mail or DHL.
- Return within 15 business days after your conference to:

SIA Headquarters
ATTN: Sales Department
1709 Spruce Street
Philadelphia, PA 19103-6103

Item #	Description	# Returned