



A global volunteer organization that improves the lives of women and girls through programs leading to social and economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.®

Consignment Order Information

Why should I order?

Consignment allows you to order items and return any unsold items at no cost to the region (except for return shipping). SIA assumes the cost of shipping the items to you. You simply return unsold items with a summary, pay the return shipping, and submit a payment for the items you sold.

Consignment orders are a great way to offer your members the opportunity to buy SIA sales items without paying for shipping costs. In addition, the items purchased fund our life-changing programs for women and girls all over the world.

If you keep all items ordered and do not return anything, you will receive a 5% discount off the total cost of the order. After your conference, please contact sales@soroptimist.org to request a new invoice reflecting the discount.

What should I order?

We have included a flyer with our newest pins in stock, the most popular items from last year, and the standards you have come to love! Of course, we invite you to order any of the items found in our Soroptimist Store.

To view the complete selection of SIA sales items please visit the [SIA store](#). Items are available in these six categories: Featured Items; Pins & Jewelry; Dream It, Be It items; Printed Materials; Last Chance; and Other Accessories.

If you are familiar with the sales items, you can reference the enclosed price list to choose the items you would like to order. If you would like past order history for your region, please contact Andrew at sales@soroptimist.org.

Determine the quantities for each item based on your projected conference attendance. (Volume discounts are not available on consignment orders).

Items can also be marked up to make additional revenue for the Region.

How to Place and Order

- Complete the “Consignment Order Form” and return via email to sales@soroptimist.org or fax to 215-893-5200.
- Your order will usually be shipped within five business days (Monday-Friday) unless otherwise specified. If you need your order shipped at a later date, please contact Andrew Ballinghoff at sales@soroptimist.org.
- If this is your first time placing a consignment order and would like assistance, please contact Andrew at 215-893-9000 x134 or at sales@soroptimist.org.
- When you are ready to place your order, and need assistance, please contact Andrew at 215-893-9000 x134 or sales@soroptimist.org.
- Ordering early will help ensure you receive your requested items in time for your conference.
- A packing slip that lists each item will be included with your order.
- If labeling items for sale, please use stickers or tags that can be easily removed.

Marketing Sales Items for Your Conference

Let your members know that all SIA sales items purchased at your Region conference help fund our life-changing programs for women and girls all over the world. When you buy from SIA you are showing your support for women and girls.

Sharing information about sales items available at the Region conference in the call to conference or other pre-conference communications can help to build interest and result in increased sales. Let the members know that Region conferences and biennial convention are the only opportunities to purchase SIA sales items without paying for shipping. A short survey to your members could help determine which items (and quantities) members want prior to placing your order.

How to Pay for Items Sold

Please remit your payment within 15 business days. If possible, please include a copy of the packing slip with your check.

The amount you remit and the cost of any unsold items must equal the total of merchandise shipped in your original order. The finance department will send you an additional invoice in the case of a discrepancy.

How to Return Unsold Merchandise

- Please remove any stickers, tags or labels from the items.
- Complete the “Consignment Order Return Form” and include a copy with the shipment.
- Please use a delivery carrier that will track the package such as UPS, FedEx, US Postal Service priority mail or DHL.
- Package the items to avoid damage and return within 15 business days after your conference to:

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

Questions and Assistance

We are here to help if you have any questions, need suggestions or this is your first time placing an order. If you have any questions or to place your order, contact Andrew at sales@soroptimist.org or 215-893-9000 x134 between 9:00 a.m. and 5:00 p.m. Eastern time.