



phone: 800.821.8270 fax: 800.239.1576 online: sepapparel.com email: contactus@sepapparel.com

142 South Woodburn Drive | Dothan, Alabama 36305-1020

All orders must include a signed school Purchase Order or payment.

BILL TO | Fax or Email a Saved Copy of Your Completed Form

School or Organization Name: _____

Attention (Bookkeeper/Treasurer): _____

Billing Address: _____

City: _____ State: _____

Zip: _____ Country: _____

Organization Phone Number: _____

Organization Fax Number: _____

SHIP TO | Only if Different from Above Business Residence

School or Organization Name: _____

Performing Group Name: _____

Phone Number: _____

Attention: _____

Street Address: _____

City: _____ State: _____

Zip: _____ Country: _____

GROUP INFORMATION

Existing Customer Account Number: _____

Performing Group Name: _____

Director: _____

Director's Email Address: _____

Director's Phone Number: _____

Director's Mobile Phone Number: _____

Other Contacts: _____

DELIVERY SCHEDULE

STANDARD SHIPPING: Ships in 3 to 5 weeks for current catalog items.

QUICK SHIP: Ships in 5 business days or less.

Quick Ship orders placed from mid-December to mid-January will take longer due to holidays. However, every effort will be made to ship in a timely manner. Travel time for Quick Ship orders to APO, FPO and International addresses will take longer than those to domestic addresses.

PAYMENT METHOD | U.S. Dollars Only

SCHOOL PURCHASE ORDER

Purchase order with approved credit. Official purchase order for our records is required. All Purchase Orders must include shipping costs.

Purchase Order Number: _____

CHECK OR MONEY ORDER

Prepayment in full with check or money order. Checks are held for 10 business days. Make checks payable to: Southeastern Apparel.

VISA, MASTERCARD, AMERICAN EXPRESS or DISCOVER CARD

Billing address and phone number required above. Must match card information.

Name of Cardholder: _____

Credit Card Number: _____

Expiration: ____ / ____ / ____ CID: _____

ORDER TOTAL	
SUBTOTAL <i>Combine from Order Forms</i>	\$ _____
SALES TAX <small>If applicable add local sales tax or provide nonprofit tax exempt number or Blanket Certificate of Exemption (AL, NC & SD as applicable)</small>	\$ _____
COD FEE <i>If Applicable</i>	\$ _____
SHIPPING FEE <i>Refer to Chart Below</i>	\$ _____
ORDER TOTAL	\$ _____

SHIPPING & HANDLING		
GROUND SERVICE	ORDER SUBTOTAL	SHIPPING CHARGE
	\$0 - \$49.99	\$8.00
	\$50 - \$99.99	\$12.00
	\$100 - \$214.99	\$15.00
	\$215 and UP	7% of SUBTOTAL
3-DAY SELECT SERVICE	12% of subtotal (\$25 minimum shipping charge) You receive your package three business days after we ship.	
2ND DAY AIR SERVICE	15% of subtotal (\$30 minimum shipping charge) You receive your package two business days after we ship.	
NEXT DAY AIR SERVICE	25% of subtotal (\$50 minimum shipping charge) You receive your package one business day after we ship.	
ALASKA, HAWAII & PUERTO RICO	Air Service only (2nd Day or Next Day)	
INTERNATIONAL ORDERS	We ship via U.S. Postal Service unless otherwise indicated. Customer is responsible for all duties and taxes on shipments outside the United States when package is delivered. Actual USPS shipping charges will be reflected on your invoice.	

