

CUSTOMER NUMBER \_\_\_\_\_

**1. CUSTOMER INFORMATION**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Order Date \_\_\_\_\_

Shipping Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email\* \_\_\_\_\_

*\*Include your email address to receive a shipping notice from FedEx when your order leaves our warehouse.*

**2. REMINDERS**

- You receive a 20% discount and free shipping to one address on orders of \$300 or more. At least 50% of your order must be handcrafts in order to receive free shipping.
- Orders cannot be returned unless products are defective or were shipped in error.
- We will ship your order upon receipt as long as paperwork and payment type are confirmed.
- **Out of stock items will not be backordered.** To check current stock of items by SKU, visit [serrv.org/inventory](http://serrv.org/inventory).
- Pay for your entire order with **one check**, made out to Serrv.

**3. PREPAYMENT**

Please complete this section if you are submitting a Community Order without a sponsoring organization. Contact Serrv's Customer Care at 1.800.685.7572 or [orders@serrv.org](mailto:orders@serrv.org) if you have questions about your account.

I have enclosed a check or money order, payable to Serrv.

I am paying by credit card:  Visa  Mastercard  Discover

Card Number:                      Exp. date:   /

CID, back of card (required):     Authorized Signature (required): \_\_\_\_\_

## 4 WAYS TO SUBMIT YOUR ORDER:

<p><b>BY MAIL</b></p> <p>CRS Community Orders • c/o Serrv PO Box 365 • New Windsor, MD 21776</p>	<p><b>ONLINE</b></p> <p><a href="http://serrv.org/login">serrv.org/login</a></p>
<p><b>BY PHONE</b></p> <p>1.800.685.7572 M-F 9am-9pm, Sat 9am-5pm ET</p>	<p><b>BY FAX*</b></p> <p>1.888.294.6376</p>

\*For faxed orders: Please call Customer Care at 1.800.685.7572 to confirm your fax was received.

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Please use this order form to consolidate the individual orders for your Community Order. Separate worksheets are available for individuals. Make copies if you need additional lines. An itemized order form is available on the web at [crsfairtrade.org/community](http://crsfairtrade.org/community). "Your price" reflects your 20% discount off the retail price (excluding promotional materials).

SKU	QTY	ITEM NAME	RETAIL PRICE	YOUR PRICE <small>(CATALOG PRICE × .80)</small>	TOTAL
<b>GRAND TOTAL:</b>					