CRS CATHOLIC RELIEF SERVICES | ETHICAL TRADE

serrv *In partnership with Serrv, a nonprofit organization*

COMMUNITY ORDERS
SHORT ORDER FORM

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 on orders of $300 or more. As of fall 2018, a shipping fee will be charged per address - see chart below. 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.
- 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 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:

BY MAIL
CRS Community Orders • c/o Serrv
532 Baltimore Blvd, Ste 409
Westminster, MD 21157

ONLINE
serrv.org/login

BY PHONE
1.800.685.7572
M-F 9am-9pm, Sat 9am-5pm ET

BY FAX*
1.888.294.6376

**Please call Customer Care at 1.800.685.7572 to confirm your fax was received.*

CRS Community Orders Shipping Rates

ORDER VALUE	GROUND
up to $24.99	$7.95
$25.00 to $49.99	$8.95
$50.00 to $99.99	$9.95
$100.00 to $149.99	$11.95
$150.00 to $249.99	$14.95
$250.00 to $349.99	$17.95
$350.00 to $499.99	$23.95
$500.00 to $749.99	$31.95
$750.00 to $999.99	$39.95
$1,000.00 and up	$44.95

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Please use this order form to consolidate the individual orders for your Community Order, and make copies if you need additional lines. A different form is available for individuals to give you. An itemized order form is available online at **ethicaltrade.crs.org/community.** "Your price" reflects your 20% discount off retail price (excluding promotional materials and clearance items).

SKU	QTY	ITEM NAME	RETAIL PRICE	YOUR PRICE (CATALOG PRICE×.80)	TOTAL
				TOTAL MERCHANDISE:	

TOTAL MERCHANDISE+ SHIPPING (see chart on page 1): ____________________