

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](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:

#### BY MAIL

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

#### ONLINE

[serrv.org/login](http://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

