**INMATE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INMATE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST ORDER: Y / N**

**FACILITY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_ RELATIONSHIP TO RECIPIENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECIPIENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PARENT/GUARDIAN NAME OF CHILD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*RECIPIENT PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*RECIPIENT EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SHIPPING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APT#\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GIFT SIGNATURE: (EX: Love Daddy):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **OCCASSION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GIFT/CARD MESSAGE (120 characters, including spaces): USE THE BACK OR ADDITIONAL PAPER & PRINT CLEARLY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM NO.** | **SIZE** | **PRODUCT DESCRIPTION** | **DETAILS (Color, Choice selection, etc.)** | **√ 2ND****CHOICE** | **QTY** | **PRICE EACH** | **√ GIFT WRAP $3.99 EACH**  | **TOTAL** |
|  |  |  |  |  |  |  |  | **$** |
|  |  |  |  |  |  |  |  | **$** |
| **READ ENTIRELY BEFORE COMPLETING THIS FORM** **SHIPPING & HANDLING: (ILLEGIBLE ORDERS OR INSUFFICIENT FUNDS WILL BE RETURNED)*** **$15.00 FLAT S&H ON ALL ORDERS, UNLESS NOTED ON ITEM IN CATALOG**
* **SEE ITEM FOR DETAILS & USE CORRECT ORDER FORM (THIS IS NOT FOR FLOWERS, SPECIALTY, OR PERSONALIZED ITEMS)**
* **SHIPPING & HANDLING IS PER ADDRESS, USE SEPARATE FORM FOR SEPARATE ADDRESSES**
* **DELIVERY CONFIRMATION WILL BE SENT TO INMATE AFTER GIFT IS DELIVERED ($3.00)**
* **ADDITIONAL FEES MAY INCLUDE PPS OR PPA SERVICE PROVIDED TO COMPLETE ORDER, IF APPLICABLE**

**√ CHECK PAYMENT METHOD (CALCULATE CORRECTLY TO AVOID DELAYS)*** **DOC CHECK/MONEY ORDER PAYABLE TO “POLE LLC” PAYMENT ARRIVING SEPERATELY, EXPECTED DATE: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_**
* **CASHAPP TO: $POLELLC**
* **CREDIT CARD: CREDIT CARD CAN BE PROCESSED THRU EMAIL ONLY, SEND TO INFO@POLELLC.COM**

**REFUND/ RETURN POLICY:****MOST ORDERS ARE PROCESSED WITHIN 2 DAYS OF RECEIVING, AND CAN NOT BE CHANGED OR CANCELED ONCE COMPLETED. NO REFUNDS, CREDITS OR EXCHANGES FOR ANY ORDER. ANY ISSUES WITH GIFTS MUST BE REPORTED IN WRITING WITH IN 5 DAYS OF DELIVERY, VIA EMAIL.****CHECKLIST BEFORE SEALING THE ENVELOPE** * **REVIEWED & FULLY COMPLETED ORDER LEGIBLY WITH ACCURATE COSTS & FEES? ENCLOSED PAYMENT METHOD?**
* **CROSSCHECK TOTALS, NAMES, ADDRESS, EMAIL, & PHONE NUMBER FOR LEGIBILITY & ACCURACY?**

**ALLOW UP TO 2 WEEKS FOR DOC CHECK PROCESSING TO GIFT DELIVERY, PLAN ACCORDINGLY!****\*EXPEDITED 5-DAY SERVICE REQUIRE $10 ADDITIONAL FEE (5 DAYS FROM DAY ORDER RECEIVED)** | **ORDER TOTAL** | **$** |
| **TOTAL S&H** | **$** |
| **$3.00 DELIVERY CONFIRMATION** | **$** |
| **ADDITIONAL FEES** | **$** |
| **SUB TOTAL** | **$** |
| **Sales Tax: Apply the applicable sales tax for the delivery state (ex: CT 6.35%, NY 8.875%)** | **$****(Based on Subtotal)** |
| **GRAND TOTAL****(CHECK AMOUNT)** | **$** |

**\*REFERRED BY NAME & INMATE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**