**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUITE/APT#\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **PRODUCT DESCRIPTION** | **DETAILS (Color, Choice selection, etc.)** | **PRICE** | **IN ADDITION TO FLOWER ORDER ONLY****NOT SOLD SEPERATELY** | **TOTAL** |
| **VASE****$10.00** | **BEAR****$20.00** | **CHOCOLATE & BEAR COMBO $25.00** |
| **1ST CHOICE** |  |  |  |  |  |  | **$** |
| **2ND CHOICE****REQUIRED** |  |  |  |  |  |  | **$** |
| **READ ENTIRELY BEFORE COMPLETING THIS FORM** **SHIPPING & HANDLING: USA ONLY****MON-FRI $20.99 SAT $33.99 NO SUNDAY DELIVERY** * **SHIPPING & HANDLING IS PER ITEM, USE SEPARATE FORM/PAPER FOR SEPARATE ITEMS**
* **ADDITIONAL $10.00 FEE FOR GUARANTEED DELIVERY BY 12PM**
* **DELIVERY CONFIRMATION WILL BE SENT TO INMATE AFTER GIFT IS DELIVERED ($3.00)**
* **ADDITIONAL FEES: PHOTO CROPPING $10.00; PHOTOSHOP OR BACKGROUND REMOVAL $25.00 (Use PPS or separate paper for additional requests)**

**√ 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?**
* **PERSONALIZED PHOTO ITEMS REQUIRE 1-5 HIGH RESOLUTION PICTURES (PHOTOS WILL BE RETURNED)**
 | **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%)** | **$****(Based on Subtotal)** |
| **GRAND TOTAL****(CHECK AMOUNT)** | **$** |