



Girl Scout Shop Special Order Form

IMPORTANT: Pre-payment **must** be made for all orders. Someone from the council will call to collect payment over the phone.

Trans #: _____ BO #: _____ Date: _____

Customer Information

Name: _____ Troop/SU: _____

Address: _____

Phone: _____

Email: _____

Delivery Method

_____ Hold for Pickup (select office below) **OR** _____ Ship to Address Above

Will pickup at this Leadership Center: Johnson City Knoxville Chattanooga

Sales Information

Total Order Retail Cost	Shipping Fee
Up to \$ 25.00	\$ 5.95
\$ 25.01 to \$ 50.00	\$ 7.95
\$ 50.01 to \$ 75.00	\$ 9.95
\$ 75.01 to \$ 100.00	\$ 11.95
\$ 100.01 to \$ 150.00	\$ 13.95
\$ 150.01 to \$ 200.00	\$ 14.95
\$ 200.01 to \$ 250.00	\$ 20.95
Over \$ 250.00	\$ 25.95

Sales Tax: 9.25%

IMPORTANT: Orders that will be picked up at a uniform pop-up shop need to be placed **AT LEAST a week in advance** to the pop-up shop date.

All orders shipped outside of the state of Tennessee are tax exempt. Please forward a copy of your Tennessee Tax Exemption Certificate, if not already on file. Only troop/group checks or debit cards may be used with tax exemption. Please allow 2 to 6 weeks for delivery of special orders or out-of-stock merchandise.

Returns or exchanges are accepted within 30 days of sale with original receipt. No discontinued merchandise will be accepted for exchange or refund.

For Shop Staff

Date Received: _____

Date Contacted: _____ Email _____ Phone _____ VM

Signature: _____ Date _____

Catalog #	Size	Description of Item	Quantity Ordered	Price for One	Total Price