

# SHOP ORDER FORM

Use this form to order merchandise from the Girl Scout Shop by mail (attn: Girl Scouts of Middle Tennessee Shop; 4522 Granny White Pike; Nashville, TN 37204); or by email to [nashvilleshop@gsmidtn.org](mailto:nashvilleshop@gsmidtn.org). For shop hours and information, please visit the shop section of the Girl Scouts of Middle Tennessee website at [www.gsmidtn.org/shop](http://www.gsmidtn.org/shop).

## BUYER AND SHIPPING INFORMATION (PRINT CLEARLY)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Shipping address: \_\_\_\_\_  
Street Suite#/Apt #/Lot #  
City State Zip  
 Day phone: ( ) \_\_\_\_\_  
 Other phone: ( ) \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Troop #: \_\_\_\_\_

| Quantity Ordered | Color | Size | Item Description | Price Per One Item | Total Cost |
|------------------|-------|------|------------------|--------------------|------------|
|                  |       |      |                  |                    |            |
|                  |       |      |                  |                    |            |
|                  |       |      |                  |                    |            |
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|                  |       |      |                  |                    |            |

## EXCHANGES

- Exchangeable merchandise must be returned in original packaging (tags attached, if applicable, and accompanied by the sales receipt within 45 days of purchase)
- Returned merchandise balances will be issued as shop credit (sorry, no refunds)
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|   |       |
|---|-------|
| Sub Total   | _____ |
| + 9.25% sales tax                                 | _____ |
| <small>*See tax exempt in payment options</small> |       |
| + Shipping and handling                           | _____ |
| <small>*See rate information below</small>        |       |
| - Shop credit                                     | _____ |
| = Total amount enclosed                           | _____ |

## PAYMENT OPTIONS

- Check is enclosed. Make checks payable to **Girl Scouts**. Check must include current address and phone number.
- Purchase is Tax exempt. If not already on file with the shop, please fax or email a copy of your TN Dept of Revenue Certificate of Exemption form effective July 1, 2015 or after. **Only purchases made with a troop check or debit card may be tax exempt.**

| REGULAR SHIPPING/HANDLING:                                |         |
|---|---------|
| \$00.00 - \$15.00 .....                                   | \$4.75  |
| \$15.01 - \$25.00 .....                                   | \$6.50  |
| \$25.01 - \$50.00 .....                                   | \$8.75  |
| \$50.01 - \$75.00 .....                                   | \$10.75 |
| \$75.01 - \$100.00 .....                                  | \$12.75 |
| \$100.01 - \$200.00 .....                                 | \$15.75 |
| \$200.01 - \$300.00 .....                                 | \$21.75 |
| \$300.01 - \$500.00 .....                                 | \$26.75 |
| Over \$500.00.....  | \$45.75 |
| Girl Guides cannot be shipped. Please call for s/h rates. |         |

Charge my VISA MasterCard:  Personal  Troop Debit

Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date: \_\_\_\_\_ - \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder name (please print): \_\_\_\_\_

A signature is required on all credit and debit card orders.