



2020 YONKERS ROAD
 4240 MSC
 RALEIGH, NC 27699-4240
 COURIER NO: 53-71-00

TOLL FREE: 1-800-241-0124
 RALEIGH: (919) 716-3600
 FAX: (919) 716-3975

STATE EMPLOYEE ORDER FORM

Name:	Department Employed With:
Date:	

Work Phone Number: () -	Home Phone Number: () -
Method of Payment (Please Circle):	Quote #:
<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Check <input type="checkbox"/> Money Order	NCID#: 25% Prepay amount:

Ship to Address:	Billing Address (Home Address):

Employee must attach a copy of State Identification Badge in order to be eligible to purchase products from Correction Enterprises.

QTY	SKU	DESCRIPTION	PRICE	TOTAL

- Disclaimers:**
- a. State Employees are authorized to purchase products and services from Correction Enterprises totaling up to \$2,500 per calendar year.
 - b. Reselling of Correction Enterprises products for profit is strictly prohibited.
 - c. A 25% deposit is required for all custom and non-stock items greater than \$100.
 - d. Correction Enterprises reserves the right to refuse any order.
 - e. Correction Enterprises reimburses for damages or loss of customer property up to a maximum of \$500 per piece.
 - f. \$25 fee shall be applied for all returned checks.

Employee Signature: _____ **Date:** _____

For Official Use only: Customer Number: _____ **Verified Employment:** _____