



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 Re-Upholstery Order Form

<b>Name:</b> _____	<b>Date:</b> _____	<b>Department Employed With:</b> _____
<b>Home Phone Number:</b> _____		<b>Work Phone Number:</b> _____

<b>Method of Payment (Please Circle):</b>	<b>25% PREPAY AMOUNT:</b>
Visa      Master Card      Check <b>Money Order #:</b> _____	<b>Quote #:</b> _____ <b>NCID #:</b> _____

<b>Ship to Address:</b> Home or Work (Please Circle)	<b>Billing Address (Home Address):</b>

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

Scheduled Pick-Up/Delivery Day Days and Times Needed?	Drop off/Pick-Up Location Please circle one	Replaceable Items Needed Please circle one	Other Information: Please circle one	
	Alexander CI Apex Whse Charlotte CC Craggy CC McCain CC New Hanover CC Pamlico CI Piedmont CI	Brass Head, Recover Pillows, Replace Foam	Cloth Supplied Springs retied	
QTY	SKU#	DESCRIPTION	PRICE	TOTAL

Re-upholstery products shall be picked-up and delivered to predetermined drop-off locations. Customers shall be charged a \$25 fee for redelivery for a missed appointment.

Customer is responsible to get furniture to Pick-Up/Drop off location

**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: \_\_\_\_\_

There will be no Tufting and If customer is sending their own material, then they must furnish a 12x12 swatch for the plant prior to furniture being picked up.

For Official Use Only: Customer Number: \_\_\_\_\_ Verified Employment: \_\_\_\_\_

