



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) 324-6234

# EMPLOYEE ORDER FORM

|              |                                  |
|--------------|----------------------------------|
| <b>Name:</b> | <b>Department Employed With:</b> |
| <b>Date:</b> |                                  |

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

|                         |  |
|-------------------------|--|
| <b>Ship to Address:</b> | <b>Billing Address (Home Address):</b> |
|                         |  |

Employee must attach a copy of Identification Badge or Verification of Income Letter in order to be eligible to purchase products from Correction Enterprises.

| QTY | SKU | DESCRIPTION | PRICE | TOTAL |
|-----|-----|-------------|-------|-------|
|     |     |             |       |       |
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- Disclaimers:
- a. State, Local and Retired 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:** \_\_\_\_\_