



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

State Employee Re-Upholstery Order Form

| | | |
|---------------------------------|---------------------------------|--|
| Name: _____ | Date: _____ | Department Employed With: _____ |
| Home Phone Number: _____ | Work Phone Number: _____ | |

| | |
|---|---|
| Method of Payment (Please Circle): | 25% PREPAY AMOUNT: |
| Visa Master Card Check Money Order #: _____ | Quote #: _____ NCID #: _____ |

| | |
|-------------------------------------|--|
| Ship to Address: | Billing Address (Home Address): |
| Home or Work (Please Circle) | |
| | |

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: _____

