



214 W Madison Blvd, Roxboro, NC 27573  
Phone (800) 625-0580 | Fax (800) 625-0590

## CONVENIENT WAYS TO ORDER



### CALL

Toll Free **(800)625-0580**  
8:30 am–5 pm Central Time

**Note:** An *Authorized Purchase Order* must arrive by email, mail, or fax before we can ship your order.



### FAX

Complete *Order Form* with *Authorized Purchase Order* or credit card info with signature to **(800)625-0590**



### MAIL

Complete *Order Form* with *Authorized Purchase Order* or credit card info with signature mailed to:

Blue Ribbon Styles  
6534 S Lavergne Avenue  
Bedford Park, IL 60638



### EMAIL

Complete *Order Form* with *Authorized Purchase Order* or credit card info with signature emailed to:

**ORDERS@BLUERIBBONSTYLES.COM**



### INTERNET

**WWW.BLUERIBBONSTYLES.COM**

## PAYMENT METHODS

- Credit Card:**  
WITH SIGNATURE and billing address with completed authorization form. See page 78 for the *Credit Card Authorization Form*.
- Purchase Order:**  
Provide an authorized school *Purchase Order* by fax, email, or mail. Total amount due within 30 days of receipt of merchandise.
- Money Order or Check:**  
Can be mailed to address, however, order cannot be shipped until check has been processed.

### Note:

- To maintain our low prices, we charge interest of 2% per month or 24% per annum, on all accounts 30 days past due.
- A personal check may delay your order. To expedite your order please send a cashier's check or money order.
- Special or custom orders require a 50% deposit prior to shipping.

## SHIPPING & DELIVERY

Stock merchandise usually ships within 1–3 business days after receiving order. Please allow up to 8 weeks for delivery of high volume orders and peak periods. Order early and always allow for delivery time.

All orders are shipped UPS Ground Service. For faster delivery, please request Overnight, 2nd Day Air Freight, or 3-Day Select Service. See *Order Form* for charges.

**GROUP ORDERS:** Shipping charges may be lower. Call to verify.

**Note:** Accuracy with *Order Form* and *Measurement Chart* is essential to avoid delay and receive exactly what you need.

## EXCHANGES & RETURNS

Blue Ribbon Styles has a 21-day exchange and return policy. Please call for a *Return Authorization Number*. Returns will only be accepted with an *Return Authorization Number* clearly visible on the outside of the package. Customer is responsible for all shipping and handling charges on exchanges and returns. Please insure all returns and exchanges with return receipt requested.



214 W Madison Blvd, Roxboro, NC 27573  
Phone (800) 625-0580 | Fax (800) 625-0590

### EXCHANGES & RETURNS *(continued)*

**Note:** GARMENTS MUST BE UNUSED WITH ALL LABELS INTACT. NO RETURNS ON CUSTOM MERCHANDISE OR WORN GARMENTS WILL BE GRANTED. EXCHANGE AND/OR RETURNS MADE AFTER 21 DAYS ARE SUBJECT TO A 25% RE-STOCKING FEE. NO RETURNS ACCEPTED AFTER 30 DAYS.

### CUSTOM MERCHANDISE

Includes custom color accessories, specially designed goods, or variations of stock merchandise. Custom merchandise requires payment in full prior to production. Our custom policy is **No refunds or exchanges for custom merchandise.** **All sales are final!**

#### CUSTOM SIZES:

Specially cut dresses are available. Please measure carefully as NO returns or exchanges are allowed. An additional charge of \$75.00 applies to special cut merchandise. Alterations may be needed to obtain a custom fit. Alterations and hemming are the responsibility of the customer.

**Note:** Any deodorant/perspiration mark found on samples will not be credited due to health issues.

### SAMPLES

Sample dresses or color swatches are available. Sample orders will be charged on a credit card. Samples have to be returned within 21 days. No sample returns will be accepted after 30 days. A credit, for the sample orders returned within 21 days in original condition with labels intact, will be issued within one week or return. Customer is responsible for freight on sample orders.

#### SAMPLE SIZE LINE:

Please consider ordering a sample sizing line for your group to try on. This is the most effective, efficient way to guide you to a best fit and size. Also, it helps to eliminate most sizing issues that may come up.

### CONSIDERATIONS

- Hand-cut dresses are available for a \$75.00 additional charge. Please allow extra time. No returns are accepted on hand/custom garment.
- Picture colors are not always accurate due to the variations in printing. Call for color swatches.

### CONSIDERATIONS *(continued)*

- Samples and color swatches are available upon request. Customer is responsible for freight charges.
- Dye lots may vary on dresses or blouses not ordered at the same time.
- Alterations may be needed to obtain a custom fit. Alterations and hemming are the responsibility of the customer.
- All tuxedo pants are delivered unhemmed.
- Add \$5.00 each to item orders of six or less.
- Add \$7.50 per each garment for petite and long sizes.
- Add \$7.50 for ladies size 18–28 and men's size 48 and above.

### SPECIALTY FABRIC CARE INSTRUCTIONS

Due to the delicate nature of sequins, lamé, and glitter, Blue Ribbon Styles cannot make any claims to fabric life or serviceability.

Limit wear to actual performance only to extend the life of your garment.

#### Metallic Lamé

- DRY CLEAN ONLY.
- PRESS from the underside using a press cloth.
- Metallic fibers may break and fray, but the garment maintains its integrity.
- Clip, **DO NOT PULL**, loose threads to maintain the appearance of your garment.

#### Sequins & Glitter

- **DO NOT DRY CLEAN.**
- Spot clean with mild detergent (not Woolite).
- **DO NOT SCRUB.**
- Dry flat. **DO NOT IRON OR APPLY HEAT OF ANY KIND.**
- Avoid abrasion and contact with moisture (i.e. makeup, hairspray).

**Note:** Please do not use dress shields and deodorants. Blue Ribbon Styles cannot take responsibility for fading or discoloration due to perspiration.



214 W Madison Blvd, Roxboro, NC 27573  
 Phone (800) 625-0580 | Fax (800) 625-0590

**Shipping Information**

Ship to \_\_\_\_\_

Attention of \_\_\_\_\_

Address \_\_\_\_\_

City	State	Zip
------	-------	-----

Director's Name \_\_\_\_\_

Email \_\_\_\_\_

Phone	Fax
-------	-----

Date	Date Needed
------	-------------

**Billing Information**

Bill to \_\_\_\_\_

Bookkeeper's/Treasurer's Name \_\_\_\_\_

Address \_\_\_\_\_

City	State	Zip
------	-------	-----

Phone	Fax
-------	-----

Purchase Order # (please include copy of signed Purchase Order)	Date
--	------

Tax Exemption # \_\_\_\_\_

**Method of Payment**

<input type="checkbox"/> <b>Credit Card</b>   	Signature for Credit Card Purchase _____
---	--

Billing Address for Card \_\_\_\_\_

City	State	Zip
------	-------	-----

Credit Card Number     -     -     -

Expiration Date on Card <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	3 Digit Code <input type="text"/> <input type="text"/> <input type="text"/>
---	---

**Authorized Purchase Order: Net Payment 30 days.**  
 I have read and agree to the Purchase Order Payment terms of sale as stated on the information page.

Signature _____	Title _____
-----------------	-------------

**PLEASE ORDER EARLY!** Allow 4-8 weeks for delivery.

**International Orders:** Actual shipping charges applied. (Customer is responsible for all duties and taxes on shipments.)



# Credit Card Authorization Form



214 W Madison Blvd, Roxboro, NC 27573  
Phone (800) 625-0580 | Fax (800) 625-0590

Please fill out form completely and send back via fax (800) 625-0590  
or email at [info@blueribbonstyles.com](mailto:info@blueribbonstyles.com).

## Cardholder Information

Name		
Organization		
Billing Street Address		
City	State	Zip
Country	Direct Phone Number	
Email		

## Shipping Information

Ship to		
Attention of		
Address		
City	State	Zip
Director's Name		
Email		
Phone	Fax	
Date	Date Needed	

## Credit Card Information

Type	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> DISCOVER NETWORK
Number	□□□□-□□□□-□□□□-□□□□		
Expiration Date	□□-□□	Security Code	□□□
Signature			
Date			