

EVENT ORDER FORM

Please fill out the information below and a member of the Kendra Scott Shops Around Lenox team will call you the day of the event to process your order! 20% of your order will benefit your cause.

To place a phone order, call (404) 900-5362.

Customer Name _____ Date _____
 Shipping Address _____

Email _____ Phone Number _____
 Billing Address [if different from shipping] _____

UPC #	Style Description	Price	Discount Given	Price Charged
			Shipping:	
			Sales Tax:	
			Total Charged:	

Customer Signature _____

Employee that captured the order: _____ Employee that processed the order: _____

Exchanges & Store Credit: Within 30 days from purchase date, unworn product will be accepted for store credit only. Must have receipt. Color bar designs, sale items, and items that have a birthday discount applied are items final sale.

Sales Tax: If you are overriding the sales tax rate, submit the tax rate change form. You will need the transaction number, purchase total, tax rate applied, and UPS tracking.

UPS Tracking _____

- Ground shipping [1-5 business days] FREE
- 2 Day Air – use quoted amount from UPS site
- Next Day Air – use quoted amount from UPS site

Transaction # _____ Shipped by: _____

Notes: _____
