

# HOPE HOUSE FOUNDATION

801 Boush Street, Ste. 302  
Norfolk, VA 23510

<b>Ship To:</b> Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Number: _____	<b>Bill To:</b> (must match address credit card is billed to) Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Number: _____
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PRODUCT NAME	DESCRIPTION (include size of shirt)	QUANTITY	UNIT PRICE	TOTAL

<b>Payment Information:</b>  Credit Card: ___ Visa ___ MasterCard Exp Date: ___/___ Name on Card: _____ Card No: _____ Signature: _____  ___ Money Order payable to Hope House Foundation ___ Check (Note: Checks must clear before items are sent)	<b>Sub-Total</b>	
	<b>VA State Residents please add 5% sales tax</b>	
	<b>Shipping &amp; Handling</b>	
	<b>TOTAL DUE</b>	
_____ Signature		

\_\_\_\_\_  
Today's Date

### Shipping and Handling:

We make every effort to ship your order as quickly as possible. Please allow three (3) to six (6) business days for delivery of in-stock items. Items ordered together are not necessarily shipped together although we will make every effort to do so when possible. If you prefer all items to be shipped together please call before sending in request in order to calculate shipping cost. We will notify you if any item cannot be shipped within 15 days.

### Returns and Exchanges:

If you are not fully satisfied with an item and wish to return or exchange it, we will accept the return of the item and refund your cost (less the shipping fee) under the following conditions:

- Item must not be damaged, worn or otherwise altered from the condition in which it was recieved.
- Item must be returned within 30 days.

Please call 757-625-6161 if you would like to return the item. If shipped back to us, shipping cost is the responsibility of the customer.



801 Boush Street  
Suite 302  
Norfolk, VA 23510  
USA

## Thank you for your order!

**Phone** (757) 625-6161  
**Fax** (757) 625-7775  
**E-mail** skaplan@hope-house.org  
**Web site** <http://www.hope-house.org>