

THREE EASY WAYS TO ORDER

1 ON-LINE Visit our website at www.stageaccents.com to place your order securely by credit card and receive order confirmations and updates including tracking information via email.

2 FAX Complete the enclosed order form and fax it with a copy of your U.S. Board of Education Purchase Order to 1-201-750-2601

3 MAIL Take advantage of the 3% cash discount by mailing in your complete order form with payment in full to: Stage Accents, 234 Industrial Pkwy., Northvale, NJ USA 07647

SAMPLES

Samples are a great way to review our merchandise and select the best style for your group. We are very proud of the quality manufacturing and updated styles that we offer, and welcome the opportunity to provide you with samples before you order. We require a MasterCard, Visa, American Express or Discover number to secure all sample orders, however no charge is put through on the card unless the samples are not returned. We request that you ship the samples back to us within 5 days after receiving them.

Samples are sent from our sample stock. Ladies' samples are usually a size 6 or 18 but some dress samples are also available in all sizes, so please inquire if your group prefers to see a specific size. Men's samples are usually a size 38 or medium. Due to the high demand for our sample garments at certain times of the year, we regretfully must limit each customer to two samples per category at a time (i.e. two dresses, two vests, etc.). We will gladly send you additional samples once your original sample order has been returned to us.

SELECTING SIZES

Sizes for your members can easily be selected from our size charts featured on pages 50-51 based on individual's measurements. For garments that are in-stock including Quick Delivery formal dresses and tuxedos, fit lines are available to assist you in selecting sizes for groups of 30 or more individuals.

Fit lines include one per size of the actual garments that you ordering and can be used to try on each member to determine the preferred size. Fit lines are considered a partial shipment of your total order and require a payment method at the time of ordering. Fit lines are not available for all styles, so please call.

CUSTOM SIZES

For those members that are above the size range of our charts, custom size garments can be made with an additional pattern charge as follows: dresses \$45, ladies' jackets and tops \$35, skirts, pants and vests \$25. Please supply all of the measurements that are requested on the charts for these items in order for us to make the custom pattern. Please take time to make sure the measurements are accurate, as custom garments are not returnable.

MINIMUM ORDERS

On items listed as custom, there is a minimum order of 6 garments per style and color on your first-order. There are no minimums on reorders once your group has met the minimum order of 6 units.

CUSTOM MERCHANDISE

Custom merchandise includes all show choir outfits, beaded tops and jackets and other items referenced as custom or made to order. This includes but is not limited to custom variations of stock merchandise and custom sizes. Sorry, but no returns or cancellations can be accepted on custom merchandise.

PAYMENT TERMS

U.S. BOARD OF EDUCATION PURCHASE ORDER

Net 30 Terms available with official signed copies of U.S. Board of Education or School Purchase Orders. Payment is due within 30 days of shipment date.

ACTIVITY FUNDS, BOOSTERS & OTHER ORGANIZATIONS

Money order or certified check for full amount with order. Deduct 3% prepaid cash discount if order exceeds \$100 and paid by check. Shipping of orders paid by personal or organization checks that are not certified are held for 10 days.

INDIVIDUALS

Order online with your credit card. Items that are featured in our Quick Delivery section are available for individual purchase.

INTERNATIONAL ACCOUNTS

Order online with your Mastercard, Visa, American Express or Discover credit card. We charge only for merchandise total and shipping charges. Any local duties or taxes is the responsibility of the recipient. You will receive an online order confirmation on the status of your shipment.

PRICES

Prices are occasionally incorrect due to either price changes throughout the year or typographical errors. Please call us to confirm any prices before ordering. If we receive an order with an incorrect price, we will notify you of price changes or errors of 15% or more.

COLORS

Colors photographed throughout the catalog are not always accurate due to variations that occur in printing. Upon request, we will send free swatches of any fabric to clarify colors. Stage Accents can not accept responsibility of colors on custom items that were not clarified by the customer reviewing actual fabric swatches. Due to dye lot variations, we are unable to guarantee an exact match on all orders. Re-orders are best handled by sending in a sample garment. Please check your order upon receipt and before altering to see if there is any unacceptable variation in dye lot.

RECEIVING ORDERS

In each shipment a packing slip will be enclosed listing all of the items in that shipment. Please check your shipment against the packing slip and inspect each garment for damages. Shortages or damages must be reported within 48 hours of receipt of package.

RETURN GOODS POLICY

Returns are permitted on stock merchandise received within 30 days provided that the items are in new condition and all tags are still attached. Merchandise that has been worn or altered can not be returned. Goods returned for reasons other than manufacturing defects will be assessed a 10% re-stocking fee. No returns on custom merchandise will be accepted. Returns will be accepted only if proper authorization has been given. Call 800-631-1611 or visit us online www.stageaccents.com/requestform to request a return authorization number.

SHIPPING

Styles featured as Formal Quick Ship usually ship within 2-4 days. If in the event we are out of stock on any sizes, backorders will ship within 2-4 weeks. We provide the fastest service in our industry by stocking many of our popular formal dresses, tuxedos and accessories. Garments that are custom require production times that are indicated in the individual item description.

SHIPPING COSTS

| Order Total | Shipping & Handling Charge |
|----------------------------------------------------------------------|------------------------------------------|
| Domestic Ground Service | |
| We ship ground service to the United States at charges listed below. | |
| Domestic U.S. Ground Service | |
| For Orders That Total | Add This Postage |
| \$1-49 | \$15.00 |
| \$50-99 | \$25.00 |
| \$100-199 | \$30.00 |
| \$200-299 | \$40.00 |
| \$300-399 | \$50.00 |
| \$400- | 9% of order total |
| Shipping & Handling Charges for Air & International Service | |
| Domestic U.S. 2 nd Day Delivery | 25% of order total, \$49 minimum charge |
| Domestic U.S. Next Day Delivery | 35% of order total, \$99 minimum charge |
| Canada Standard 5-10 Day Delivery | 25% of order total, \$59 minimum charge |
| Canada 2 nd Day Delivery | 35% of order total, \$150 minimum |
| International Ground 10-21 Days delivery | 40% of order total, \$110 minimum charge |

SHIPPING TIME

SHIPPING TIME

This is the number of weekdays U.P.S. takes to deliver a package to your state. This does not include our processing or production times.

| DAYS | STATES |
|-------|--------------------------------------------|
| 1 | CT, DC, DE, MA, MD, NJ, RI, VT |
| 2 | IN, ME, NC, NH, NY, OH, PA, SC, VA, WV |
| 3 | AL, FL, GA, IA, IL, KS, KY, MI, MO, TN, WI |
| 4 | AR, CO, LA, MN, MS, NE, OK, SD |
| 4 - 5 | CA, ND, TX, WY |
| 5 | AZ, ID, MT, NM, NV, OR, UT, WA, AK, HI |

