



SPECIAL ORDER FORM

USE THIS FORM IF: YOU ARE NOT AN OWNER **OR:**
YOU ARE ORDERING AN ITEM THAT IS ON SALE
THIS MONTH.

- Orders placed less than one week before the end of a sale date are not eligible for sale pricing. **No discounts apply to special orders.**
- One item per order form please. Please fill out completely.
- Most Special Orders arrive within 10 days of your request. Some orders may require additional time.
- Orders are non-refundable. Exchange only for same product if defective.

NAME:	
TELEPHONE:	
DATE:	

Brand:	
Item Name:	
Size:	(Example: 12/24 oz)
Quantity to order: (Write # in box)	# <input type="text"/> EACH or # <input type="text"/> CASE(S) or # of <input type="text"/> Lbs.

Below is for staff use only:

Confirmed price before ordered?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is this item currently on sale?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do we currently stock this item?	<input type="checkbox"/> yes <input type="checkbox"/> no
Ordered from:	<input type="checkbox"/> UNFI <input type="checkbox"/> Associated <input type="checkbox"/> other: _____
Item Ordered on:	___/___/___
Date Item Received:	___/___/___
Date customer notified:	___/___/___ <input type="checkbox"/> reached <input type="checkbox"/> left message (your initials: _____)
Was item out of stock?	<input type="checkbox"/> yes <input type="checkbox"/> no (if no, was customer notified of OOS? <input type="checkbox"/> yes <input type="checkbox"/> no)
Re-order this item?	<input type="checkbox"/> yes <input type="checkbox"/> no date re-ordered: ___/___/___

CASHIERS PLEASE RING IN NUMBER IN BOX BELOW, HIT THE "@" BUTTON AND SCAN BAR CODE.

of Items @

Place barcode
sticker or price
here