



SHORTRIDGE COMPANY LTD

Furniture Craftsmen

HOW TO CONTACT US:

Shortridge Company Ltd.
504 South Charlotte Avenue
Sioux Falls, SD 57103-2612

FAX LINE 605-334-8843 — available 24 hours a day
OFFICE PHONE 605-977-7634
Monday–Friday — 8:00 AM to 4:30 PM CST
TOLL-FREE PHONE 888-335-3393
Monday–Friday — 8:00 AM to 4:30 PM CST

ORDERED BY:

Name _____
Address _____

City _____ State _____ Zip _____
Phone—day _____ Phone—eve _____
Fax _____
E-mail _____

SHIP TO — if different from “ordered by”:

Name _____
Address _____

City _____ State _____ Zip _____
Phone—day _____ Phone—eve _____
Fax _____
E-mail _____

ITEM NO.	QTY.	ITEM NAME	WOOD CHOICE	LEATHER COLOR	UNIT PRICE	TOTAL

— Our guarantee to you —

Shortridge Company Ltd. custom furniture comes with a Lifetime Guarantee. If, during the lifetime of the original owner, a piece of our furniture displays any manufacturing or material defects, we will replace it at our expense.

Shortridge kits are intended to be “user friendly.” So, if after looking at the kit instructions you decide that you do not wish to make the project, don’t start it. Repackage it in its original condition and give us a call. If you reorder the kit as an assembled (unfinished) or completely finished item, we will pick up the kit at our expense and send you a completed item. Your final cost will be little more than if you had ordered the assembled or finished piece to begin with.

DEPOSIT & SHIPPING/HANDLING CHARGES
<p>— for furniture orders —</p> <ul style="list-style-type: none"> We build furniture upon customer order and require a 50% deposit to begin construction. The balance of the order is due at the time of shipment. We cannot ship to post office boxes, so be sure to give us the street address in the blanks above. Most full-sized pieces of furniture must be shipped by truck. The cost will be determined by the weight of the item and the “ship to” location. Crating and padding will be needed to protect fine furniture in shipment, and charges will be added accordingly. Please, contact our office for details and those rates. Construction time will vary depending upon how busy we are when you place your order. Normally, construction takes from 6 to 8 weeks, with delivery taking an extra 1 to 3 weeks. We will contact you close to the completion of your furniture to arrange a shipping date.

SHIPPING/HANDLING CHARGES												
<p>— for children’s furniture, kits and supplies —</p> <ul style="list-style-type: none"> We require full payment upon order of children’s furniture, supplies and kits. We cannot ship to post office boxes, so be sure to give us the street address in the blanks above. Charges are per address within the contiguous USA, shipped UPS Ground. For other orders, please contact our office. <table border="0"> <tr><td>Orders under \$25.00</td><td>\$5.95</td></tr> <tr><td>\$25.01 to \$50.00</td><td>\$8.95</td></tr> <tr><td>\$50.01 to \$75.00</td><td>\$11.95</td></tr> <tr><td>\$75.01 to \$150.00</td><td>\$15.95</td></tr> <tr><td>\$150.00 to \$300.00</td><td>\$20.95</td></tr> <tr><td>\$300.01 and over</td><td>\$24.95</td></tr> </table>	Orders under \$25.00	\$5.95	\$25.01 to \$50.00	\$8.95	\$50.01 to \$75.00	\$11.95	\$75.01 to \$150.00	\$15.95	\$150.00 to \$300.00	\$20.95	\$300.01 and over	\$24.95
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SUBTOTAL	\$
SHIPPING	\$
CUSTOM ENGRAVING —see details below—	\$
6% SALES TAX —when shipped within SD—	\$
50% DEPOSIT —custom furniture orders only—	\$
BALANCE DUE	\$

PAYMENT METHOD	
<input type="checkbox"/> Check <input type="checkbox"/> Discover (16 digits)	<input type="checkbox"/> Money Order <input type="checkbox"/> American Express (15 digits)
<input type="checkbox"/> Visa (13 or 16 digits) <input type="checkbox"/> MasterCard (16 digits)	MONTH <input type="text"/> <input type="text"/> YEAR <input type="text"/> <input type="text"/>
Card number <input type="text"/>	Exp. date <input type="text"/>
Name on card _____	
Signature _____	

CUSTOM ENGRAVING
<ul style="list-style-type: none"> We can custom engrave up to two lines of lettering on finished children’s chairs and rockers across the front of the top bar. The charge for this service is \$45. A name and date example is printed below: <p align="center"> ARIZAIL SHORTRIDGE CHRISTMAS 1996 </p> <p>Print your text here for custom engraving.</p> <p><input type="text"/></p> <p><input type="text"/></p>