



1605 Prospect Street, Indianapolis, Indiana 46203  
 TOLL FREE: 888-248-2090 PHONE: 317-634-7728  
 FAX: 317-634-7854 www.dancesoph.com

**Ordering Information**

Complete the enclosed order form carefully including **method of payment** section. Be sure to include any and all phone numbers where we may reach you for any questions about your order (include your cell phone number). Please get your entire group together early and place one order. **We do not accept individual orders.**

Choose the correct size from the size chart following our instructions on measuring. Send your sizing worksheet for us to check against the specified chart size. Use one line for each item in the same size & color listing quantity, style, item name, colors, size and unit price for each item ordered. *Orders received without complete information will be subject to delay.* **All alterations are the responsibility of the customer.**

Place your order by email, fax or US mail.

**EMAIL:** dance@dancesoph.com **FAX:** 317-634-7854

For customer assistance call our toll free number: 888 248-2090 between 8am and 4pm weekdays; or you may fax or email your order 24 hours a day.

**Re-Orders**

**We require that you send a sample garment for duplication purposes and indicate "re-order" on the order form to assure a close match. Dye lots may vary from order to order.**

**Cancellation and Change Policy**

All Dance Sophisticates garments are specially made for you. Therefore, once your order has been placed, cancellation is not allowed. Changes may only be made within 3 working days from receipt of your order and will be subject to a 10% charge equaling the total order dollar amount. Changes to your order may also result in additional delivery time. **Any additions will be handled as a new order.**

**Custom Designs**

Dance Sophisticates has always been a custom design house. Original designs are our specialty. Call 888-248-2090 for information or help in designing. Additional delivery time is required for custom orders. All custom designed garments require a minimum order of 10.

**Minimum Orders**

Minimum order of 4 is required for all new orders. Re-orders from uniforms we have previously manufactured for your organization in a quantity of less than 4 may be subject to an additional charge.

**\*Payment Options**

**Use our order form, fill out completely, and send with your form of payment. No order will be processed until one of the 3 payment methods are met. All prices in this catalog are subject to change without notice and are shown in US dollars.**

**1. Full Payment** - Cashier's check, school checks & money orders should be made payable to Dance Sophisticates. A \$35 service charge will be assessed for returned checks. Do not send cash through the mail.

**2. School Purchase Order** - Mail or fax an original copy of an official school Purchase Order signed by an authorized school official. List all items ordered and total amount due including shipping & handling charges and upcharges. You will be billed net 30 after shipment of merchandise. \*Orders under \$200 must be pre-paid.

**All accounts past due will be subject to an additional 2% finance charge per month on outstanding balances.**

**3. Charge Card** - Use your Visa or MasterCard for payment in full when placing your order. When using a charge card, be sure to list your charge card number, 3-digit CVV code (Back of Credit Card) expiration date, billing address and signature. Please be aware that charges for the merchandise may appear on your bill before actual shipment occurs.

**Return Policy**

**All GARMENTS are manufactured to your specifications and therefore, ARE NOT RETURNABLE OR EXCHANGEABLE.** Check your order immediately upon receipt and notify customer service at 888-248-2090 within 3 days if any defects or discrepancies are found. We reserve the right to inspect returned, unworn merchandise to determine whether a replacement, repair or adjustment is due. All returns must be accompanied by a **RETURN AUTHORIZATION NUMBER** which must be obtained from our customer service department. No exceptions will be made. *Any shipment received with out this number will be refused and returned to sender.* No authorized returns of any merchandise are permitted after 10 days from date of shipment.

**Exchanges on Shoes**

Call our office at 317 634-7728 to receive your return authorization number. When you return shoes unworn and in perfect condition in the original unmarked box along with a 15% exchange fee plus appropriate shipping and handling charges, your exchange will be sent to you promptly. Shoes may be exchanged only for the same style. No returns are accepted.

**Shipping and Handling Charges**

All shipments are made by UPS ground service unless you request otherwise. The following information is for shipment within the continental United States. UPS will not deliver to a post office box number. Please give complete street address. UPS requires an adult signature for delivery.

**SHIPPING AND HANDLING CHARGE CHART**

\$ Amount of order	Reg UPS
\$0 - \$50	\$10
\$51-\$100	\$12
\$101-\$250	\$15
\$251-\$500	\$20
\$501-\$700	\$30
Over \$700	\$5 per \$100

*All Special Shipping will be quoted and billed per order.* Alaska, Canada and Hawaii must use Next Day Air UPS charges. **NOTE: Heavier items such as shoes may cost more to ship due to weight.**

**Damaged or Discrepancies**

Please open boxes and check orders upon receipt. If there is a discrepancy with your order you must report it to us within 3 days. If your merchandise has been damaged in shipping, keep the damaged carton and file a claim with UPS. You must file a claim with UPS for lost or damaged merchandise within 10 days.

**Delivery**

Order Early. Orders received November through May allow 8 to 10 weeks. Orders received June through October are subject to additional delivery time. Delivery schedule begins upon receipt of complete order including payment by check, credit card or purchase order. Delivery schedules are approximate and may vary depending on availability of supplies, fabrics, products involved, custom designs & sizing.

**Samples**

Samples from our catalog are available for your inspection by sending full payment for all items requested; or call us toll free at 888 248-2090 & arrange to pay by credit card. Fabric swatches in the shades you request will be sent by regular postal service at no charge. We will pay ground shipping to you on catalog samples. It is your responsibility to pay for return shipping. When you return the samples to us within 2 weeks, unworn & in good condition, your payment will be refunded. Samples ordered in specific colors and sizes are considered a purchase and must be prepaid. They are not returnable or exchangeable. Sizer samples are available by request. A \$200 deposit will be requested and when sizers are returned your \$200 will be refunded.

**Due to Changing Trends**

Any orders requiring special processing due to COLOR, STYLE, and or QUANTITIES could be charged a surcharge. For example, groups requesting a different style and or color for individual members could be charged as much as \$50 per outfit depending on the request. Each order will be handled individually to determine what the actual charge might be.

**Warranty**

Due to the delicate nature of the fabrics used in your garments we make no warranty either expressed or implied.

We reserve the right to correct any typographical errors contained in this catalog and to discontinue any styles or fabrics no longer available. Prices are subject to change without notice.