





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 the **method of payment** section. Be sure to include any and all phone numbers where we may reach you with 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.**

Send your sizing worksheet to DS and we will help select your correct custom 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 also 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/deletions 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 12.

### Minimum Orders

Minimum order of 4 is required for all new catalog orders. Re-orders of uniforms we have previously manufactured for your organization in a quantity of less than 4 will be subject to an additional \$20 per item charge.

### \*Payment Options

**Use our order form, fill out completely, and send with your form of payment. No order will be processed (scheduled for delivery) 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 on balance outstanding per month.**

**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, expiration date, 3 digit CVV number, 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 317-634-7728 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 receipt.*

### Exchanges on Shoes

Call our office at 317 634-7728 to receive your return authorization number. Shoes must be returned unworn and in perfect condition and in the original unmarked box. A 15% exchange fee plus appropriate shipping and handling charges will apply and 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 will be charged UPS Next Day Air.*

**\*Shoe & Equipment orders are subject to additional shipping charges.**

### 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 securing the return of the garments with a valid credit card number. Fabric swatches in the shades you request will be sent by regular postal service at no charge. We will pay regular UPS 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 credit card will not be charged. Samples ordered in specific colors and sizes are considered a purchase and must be prepaid. They are not returnable or exchangeable.

### 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.



