



Sample Loaner Policy and Agreement

LOANER STYLES (Please note: available fabrics, colors, and sizes vary between samples)

Style Name	Style Number	Style Cost	_____
Style Name	Style Number	Style Cost	_____
Style Name	Style Number	Style Cost	_____
Style Name	Style Number	Style Cost	_____
Total Authorization Hold			_____

CUSTOMER SHIPPING INFORMATION

Customer Name	Email		
Shipping Street Address/Apt	City	State	Zip
Day Phone	Evening Phone		

HANDLING INSTRUCTIONS

1. The customer is responsible for keeping the sample in the same condition in which it is received.
2. Return the sample on the original hanger, in the same poly bag, and in the same box as received.
3. Lay the sample flat in the box, folding once.

SHIPPING INSTRUCTIONS

1. The garments will be shipped UPS ground at customer expense. Air freight can be requested and quoted.
2. The customer is responsible for the return shipping charges.
3. The customer must **insure the freight when returning** back to Siri.

LOAN PERIOD

1. Date customer requests the sample to be received: / /
2. **The sample may only be kept for 2 days.** A **late fee** of **\$50** will be charged for any delay in return.

COSTS

1. UPS shipping charges to a USA destination is \$25 for ground shipping plus \$7 for each additional garment; or \$60 for 3-day air shipping plus \$7 for each additional garment. For a Bridal Gown, the charge is \$35 for ground shipping plus \$12 for each additional gown; or \$70 for 3-day air shipping plus \$12 for each additional Bridal gown.
2. UPS ground shipping charge to Canada is \$35 plus \$7 for each additional garment. For a Bridal Gown the charge is \$60 plus \$12 for each additional gown. Duty is paid by the customer.
3. Cost of garment(s) if not returned or percentage thereof if damaged
4. Loaner fee per garment is \$10 (\$25 for Bridal styles); one garment fee is waived for any one garment ordered. Loaner fee and shipping charges are charged to customer's credit card; AND the total style cost is processed as an *authorization hold on customer's credit card.

***Authorization hold: a hold will be place on your credit card by YOUR financial institution from 7 to 28 days.**

Total Loaner Fees \$ _____ Total Shipping Charges \$ _____ **Grand Total** \$ _____

CUSTOMER BILLING INFORMATION

Billing Name	Billing Address	City	State	Zip
Visa MC Credit Card #	CCV Code	Expiration Date		
	(last 3-digits on back of card)	(Month/Year)		

I agree to follow the above instructions and I hereby authorize Beverley E. Siri, Inc. to run a charge AND an authorization hold on my credit card in accordance with the costs outlined above.

Cardholder's Signature _____ Date _____

SCAN & EMAIL, FAX or MAIL THIS DOCUMENT

Siri appreciates you taking special care of the garments. We are available to assist with any questions.

www.siriinc.com / 434 N. Canal St., #15, South San Francisco, CA 94080/ 650.872.1100 tel / 650.872.1115 fax/ info@siriinc.com