JACK L. MARCUS, INC. WISCONSIN PROPERTY ORDER FORM

This form can only be used for PROPERTY orders shipped to Wisconsin Department of Corrections facilities.

www.JLMarcusWisconsin.com | Effective through September 30th, 2023

accepted online

Please Ship				Plea	ıse p	rint a	and includ	de comple	te street a		ın#				
Name:						ID# Housing Unit:									
										g	,				
									tate:	WI		_Zip	:		
Item Number 2 nd Choice		Size	Color	Color		Description				Quantity	Price Each	Total Price			
						Dloc	aca Ente	r Propoie	d Postage	Envolor	200				
8039	5-pk	PREP	AID POST	AGE ENVELOPE	S			-	C Belo	-	JES			\$4.00	
Order Placed By	•								Merchandise id envelopes		}	A		idise Total aid Envelopes	
Name: Street Address: City:						Please refer to the Sales Tax Table on the back. Enter the Number listed for the facility you are shipping to.						Multiply		X	
Institution (If Applicable):										}]		Sales Ta	x Number		
ID# (If Applicable) State: Zip:						by the	Merchandis	s Tax Numbe se Total (A) to s Tax Owed	· –	+	B	Sales Ta	x Owed		
Method of Payment: Money Order Institution Check					Add the Merchandise Total (A)]	Subtotal Amount					
Credit Card - MC / Visa / Discover Credit card orders can be placed online or by phone.						and the Sales Tax Owed (B) to get the Subtotal Amount (A+B).						(A) +			
Sorry, we do not accept personal or business checks.						<u> </u>	Enter Prepaid Envelope #8039 Total Price. (Quantity x \$4.00)						Prepaid Envelopes Total Price		
Payment must accompany order. Mail order to:												Total Amo			
Jack L. Marcus Inc. 5300 W. Fond du Lac Ave.						the Pi		lopes Total F		 		(A) + (B)) + ©		
Milwaukee, WI 53216-1348							FREE & FAST SHIPPING							JL MAR	cus
		992 • F a	ax: 1-414-	438-4978	idav		Our ret	urn and ex	xchange po alog and o	olicies are	e av			Master Card DISCOV	

Sales Tax Table

Sales tax percentages have been converted to numbers for your convenience.

WISCONSIN DOC FACILITIES	COUNTY	NUMBER
Black River Correctional Center (BRCC)	Jackson	0.055
Chippewa Valley Corr Treatment Fac (CVCTF)	Chippewa	0.055
Columbia Correctional Institution (CCI)	Columbia	0.055
Copper Lake School (CLS)	Lincoln	0.055
Dodge Correctional Institution (DCI)	Dodge	0.055
Drug Abuse Correctional Center (DACC)	Winnebago	0.050
Felmers O Chaney Correctional Center (FCCC)	Milwaukee	0.055
Flambeau Correctional Center (FCC)	Sawyer	0.055
Fox Lake Correctional Institution (FLCI)	Dodge	0.055
Gordon Correctional Center (GCC)	Douglas	0.055
Green Bay Correctional Institution (GBCI)	Brown	0.055
Jackson Correctional Institution (JCI)	Jackson	0.055
John C Burke Correctional Center (JBCC)	Dodge	0.055
Kenosha Correctional Center (KCC)	Kenosha	0.055
Kettle Moraine Correctional Institution (KMCI)	Sheboygan	0.055
Lincoln Hills School (LHS)	Lincoln	0.055
Marshall E Sherrer Correctional Ctr (MSCC)	Milwaukee	0.055
McNaughton Correctional Center (MCC)	Oneida	0.055
Milw. Women's Correctional Center (MWCC)	Milwaukee	0.055
Milwaukee Secure Detention Facility (MSDF)	Milwaukee	0.055
New Lisbon Correctional Institution (NLCI)	Juneau	0.055
Oakhill Correctional Institution (OCI)	Dane	0.055
Oregon Correctional Center (OCC)	Dane	0.055
Oshkosh Correctional Institution (OSCI)	Winnebago	0.050
Prairie du Chien Correctional Institution (PDCI)	Crawford	0.055
Racine Correctional Institution (RCI)	Racine	0.050
Racine Youthful Offender Facility (RYOCF)	Racine	0.050
Redgranite Correctional Institution (RGCI)	Waushara	0.055
Robt E Ellsworth Correctional Center (REECC)	Racine	0.050
Sanger B Powers Correctional Center (SPCC)	Outagamie	0.055
St Croix Correctional Center (SCCC)	St. Croix	0.055
Stanley Correctional Institution (SCI)	Chippewa	0.055
Sturtevant Transitional Facility (STF)	Racine	0.050
Taycheedah Correctional Institution (TCI)	Fond du Lac	0.055
Thompson Correctional Center (TCC)	Dane	0.055
Waupun Correctional Institution (WCI)	Dodge	0.055
Winnebago Correctional Center (WCC)	Winnebago	0.050
Wisconsin Resource Center (WRC)	Winnebago	0.050
Wisconsin Secure Program Facility (WSPF)	Grant	0.055

CUSTOMER SERVICE

Returns and Exchanges

Please send items in their original box/bag with packaging materials to Jack L. Marcus, Inc. along with a copy of the receipt from your order. We will gladly accept returns for refund or exchange within 30 days of receipt of merchandise.

Returns Address: Jack L. Marcus, Inc. (Returns) 5300 W. Fond du Lac Ave. Milwaukee, WI 53216-1348

Return shipping charges are not refundable. Returned merchandise must be in its original box/bag along with packaging materials. We cannot accept merchandise for return or exchange after 30 days. Returns after 30 days will be held until payment arrangements have been made to return the merchandise to you. All merchandise that was ordered in error, for any reason, can be exchanged and returned for a flat fee of \$3.95 in addition to any applicable shipping costs. This fee cannot be removed from your refund.

Special Note Regarding Engraved Items: We cannot accept for return or exchange any item that has been engraved. If the item is defective and has been engraved, please send it back along with a detailed explanation of the defect. Upon receipt, the merchandise will be tested. If it is found to be defective, we will issue a refund, exchange or proceed according to the warranty policy. If it is not found to be defective, we will contact you to arrange for payment to return the merchandise to you. We will hold merchandise for 60 days after which it will be destroyed.

Sales Tax Sales tax will automatically be added for online and phoned in orders. For faxed or mailed in orders, please consult the sales tax section of your order form and apply the appropriate rate. Sales tax will be refunded for returned items.

Order Cancellation or Modification We will do our best to assist you. Because we process orders quickly, we ask that customers contact us immediately.

Catalog Accuracy Please note that although every effort has been made to provide the most accurate and up to date information in our product descriptions, manufacturers occasionally modify the packaging or specifications of an item without notice. We will do our best to update our website, notify our facilities and inform our customers when changes occur. We apologize in advance for any inconvenience.

Family Members & Friends Your mailed in orders must include your name and address on the order form and the money order. Orders that are missing your complete information will not be processed.

Free Shipping All orders are shipped via UPS Ground or via our JL Marcus delivery truck from Milwaukee, Wisconsin.

Contact Us We hope that you are not only satisfied, but happy with your purchase from JL Marcus, Inc., and we hope that your shopping experience with us is a pleasant one. We welcome your comments and suggestions. Please contact us at 800-236-2611 if you have questions about returns or exchanges, and our customer service representatives will be happy to assist you. Thank you for choosing JL Marcus.