



*Tuxedo Wholesaler*

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**TUXEDO WHOLESALER®**

## Order Management Help

Order management is for groups whose members are going to order and pay for their outfits individually. The individual orders would be placed on our website [www.tuxedowholesaler.com](http://www.tuxedowholesaler.com) under the group name. All charges including the individuals' portion of the freight charges would be charged to their credit card upon receipt of their order.

Tuxedo Wholesaler will collect the individual orders and place them with your "group order" scheduled for a pre-selected shipping date. Tuxedo Wholesaler will monitor the number of members who have placed their orders and notify the contact person if any members have not ordered, with enough time to include them in the group order.

On the pre-selected shipping date the "group order" will be sent to the address determined by the contact person. Saving on individual shipping charges.

**To put order management to work** the contact person (music director, teacher, costume chairperson, etc.) would need to supply Tuxedo Wholesaler the following:

1. Number of members placing orders and a roll
2. Items being purchased or rented by style, color, fabric where required, and price
3. Date of first performance
4. Shipping address for group order, to the attention of the contact person
5. Phone numbers and e-mail address for the contact person for easy emergency contact

**Tuxedo Wholesaler will provide:**

1. Last possible order date to be included in the group order
2. Pre-selected shipping date
3. A group order "Individual Uniform Spec Sheet" for your members

**Note:** All charges will be charged to the credit card including portion of shipping charges.

No single order will be shipped separately or to an individual's address from the group order. Additions and subtractions to group order list / roll will change the shipping portion of the group order and the difference will be billed to contact person for net 10 payment. Remember, anyone ordering outside the group order will be charged \$8.00 minimum for ground shipping. If client or individual requires air shipping to meet concert dates appropriate charges will be added to their order and charged to their credit card. All shipping charges are the responsibility of the client.

