

PURCHASE ORDER | SYNCHRO TEAM



OPTION	DESCRIPTION
	Synchro Collection
	Please visit our website to explore all the models in our synchro collection. The collection will be available at the beginning of May. Prices and options will be indicated for each of the models offered.

STEP 1 : PURCHASE ORDER

[send to synchro@elitexpression.com]

TEAM NAME : _____

CITY : _____

CATEGORY : _____

BILLING ADDRESS:

STREET	CITY
PROVINCE/STATE	COUNTRY
POSTAL CODE/ ZIP CODE	

COACH: _____ TEL # : _____

EMAIL : _____

CONTACT PERSON : _____ TEL # : _____

EMAIL : _____

DELIVERY DATE: _____

MODEL CHOSEN
 _____ Price: _____

THEME:

NUMBER OF OUTFITS:
 LADIES _____ MEN _____

STEP 2 : DEPOSIT (2 000\$)

[send to synchro@elitexpression.com]

Visa
 Mastercard
 Cheque
 Interac transfer (PASSWORD: signature)

CARD # : _____ EXPIRATION DATE : _____ SECURITY CODE : _____

CARD HOLDER NAME : _____ SIGNATURE : _____

Cheque made out to "La Maison du Patin Laframboise Inc., 9371 rue de Meaux, St-Léonard, H1R 3H3, Qc, Canada"



STEP 4 : MEASUREMENTS and FITTING

Once a design is chosen, a sample kit will be sent to determine the size for each skater. (Shipping fees will apply)

Pick up in store

Delivery

CONTACT PERSON : _____

TEL # : _____

DEPOSIT: _____

STEP 5 : ACCESSORIES

HEADPIECES

The headpieces included with the dresses are scrunchies . The colors of the scrunchies are predetermined for each model. For additionnel scrunchies, fees may apply.

Take advantage of our promotions for accessories as illustrated on the next page.

STEP 6 : FINAL PAYMENT AND DELIVERY

Prior to setting a delivery date, the sample and design must be approved, the deposit received and the purchase order must be completed. Please take note, the delivery date is also set according to the volume of orders.

- Delivery fees will be added to your invoice
- Invoices must be paid in full prior to delivery
- All prices are in canadian dollars
- Orders are subject to taxes

DELIVERY DATE: _____

PICK-UP IN STORE

DELIVERY

SAME AS BILLING ADDRESS

CONTACT PERSON _____

STREET _____

CITY _____

PROVINCE/STATE _____

COUNTRY _____

POSTAL CODE /ZIP CODE _____

**FOR ANY ADDITIONAL OUTFIT REQUESTED AFTER PRODUCTION HAS STARTED,
AN EXTRA FEE OF 75 \$ PER OUTFIT WILL BE CHARGED**



PURCHASE ORDER PROCESS



- STEP 1: COMPLETE THE PURCHASE ORDER

It is important to complete all sections of the purchase order before proceeding to the next step. Once you have provided all the information, the purchase order will be ready for processing. Please send your completed purchase order to synchro@elitexpression.com.

- STEP 2: DEPOSIT

You will receive an invoice for a deposit. The deposit will guarantee your place in our production schedule. The deposit must be paid before production begins. The amount of the deposit and payment details will be indicated on the invoice.

- STEP 3: DESIGN, MEASUREMENTS AND SAMPLES (for made to measure dresses only)

A meeting with our designers will be organized, either in person at our boutique or via Zoom. During this meeting, you will discuss the different fabric and color options available for your design. For option B and C, a sample can be made.

- STEP 4: FITTING (For option B AND C) (for made to measure dresses only)

Once the sample or design has been approved, we will be able to provide a more precise date for the fitting (if requested).

A fitting will be organized during one of your team practices, according to the schedule agreed with our designer.

- STEP 5: FINAL PAYMENT AND DELIVERY

The order will be delivered once the final payment has been received and processed. Delivery times may vary depending on the shipping method chosen and the destination of the delivery.

Please allow 6 weeks for all orders approved before September 1st and 8 to 10 weeks for orders approved after September 1st.

If you have any questions about the purchase order or need clarification about the order process, please do not hesitate to contact us at synchro@elitexpression.com. A member of our team will be happy to answer all your questions and provide you with any assistance you may require.