SUNDRY ORDER FORM

For Promotions, please enter item number(s) and description(s) in the promo section below.

QTY.	ITEM#	DESCRIPTION/COLOR	SIZE	WEIGHT	TOTAL WEIGHT	PRICE	TOTAL PRICE
Please list your 2nd shoe choice in the event your first shoe choice is not available.							
Sundry Promo — For ordering a Sundry package							
Sundry Promo — If you spend over $75-$99.99 or $100+							
July/December Specials (if applicable)							

Weight Total _____
(cannot exceed 424 oz. of product)

TAX RATES:

Facility Name	City	Zip Code	Tax Rate %
Allen/Oakwood Correctional Institution	Lima	45802	6.75
Belmont Correctional Institution	St. Clairesville	43950	7.25
Chillicothe Correctional Institution	Chillicothe	45601	7.25
Correctional Reception Center	Orient	43146	7.25
Dayton Correctional Institution	Dayton	45417	7.25
Franklin Medical Center	Columbus	43223	7.50
Grafton Correctional Institution	Grafton	44044	6.50
Hocking Correctional Institution	Nelsonville	45764	7.00
Lake Erie Correctional Institution	Conneaut	44030	6.75
Lebanon Correctional Institution	Lebanon	45036	6.75

Facility Name	City	Zip Code	Tax Rate %
London Correctional Institution	London	43140	7.00
Lorain Correctional Institution	Grafton	44044	6.50
Madison Correctional Institution	London	43140	7.00
Mansfield Correctional Institution	Mansfield	44903	7.00
Marion Correctional Institution	Marion	43302	7.25
Noble Correctional Institution	Caldwell	43724	7.25
North Central Correctional Complex	Marion	43301	7.25
Northeast Pre Release Center	Cleveland	44115	7.00
Ohio Reformatory for Women	Marysville	43040	8.00
Ohio State Penitentiary	Youngstown	44505	7.25

Facility Name	City	Zip Code	Tax Rate %
Pickaway Correctional Institution	Orient	43146	7.25
Richland Correctional Institution	Mansfield	44903	7.00
Ross Correctional Institution	Chillicothe	45601	7.25
Southeastern Correctional Institution	Lancaster	43130	6.75
Southern Ohio Correctional Facility	Lucasville	45699	7.25
Toledo Correctional Institution	Toledo	43608	7.25
Trumbull Correctional Institution	Leavittsburg	44430	6.75
Warren Correctional Institution	Lebanon	45036	6.75

	Merchandise		Sales Tax		Total
Taxable Sundry (marked w/ a "★" star)		Multipy taxable Sundry items by your facility's tax rate (see chart below)	X	=	
Non-Taxable Sundry		X	N/A	=	
Subtotal					
Processing Fee	$4.00	Add tax to your processing fee per your facility's tax rate (see chart below)	X	=	
TOTAL AMOUNT DUE					

❑ **Yes, I have completed all five steps on the front of the order form.**

***Please see Ordering Information page for ordering instructions.**

SUNDRY ORDER FORM

OH Sundry Package Program

1 From: (Please Print)

Name: _____

Street Address: _____

City: _____

State: _____ Zip: _____

Daytime Phone: (_____) _____

Email: _____

2 Ship to: (Please Print)

Name: _____

ODCR#: _____

Institution: _____

Dorm/Housing: ____ Inmate Box#: _____
(if applicable)

Street Address: _____

City: _____

State: _____ Zip: _____

3 Substitutions:

In the event of a back order, is it okay to substitute like items of equal or greater value?

Yes ❑
No ❑

We recommend choosing **YES**. If a selection is not made, Access Securepak® will not substitute for items ordered that are out of stock or that have been restricted by the state or institution.

4 Select Payment Method:

Institutional Check ❍ Money Order ❍ MasterCard ❍ VISA ❍ DISCOVER ❍

(Make Institutional Checks & Money Orders Payable to ACCESS SECUREPAK®)

Cardholder Name: _____
(Please Print)

Cardholder's Signature: _____

Daytime Phone Number: (_____) _____

Credit Card Number

Expiration Date: _____ Today's Date: _____

As an added Security measure, please note the three-digit security code on the back of your card.

Para agregar medida de seguridad, por favor inserte el código de seguridad al reverso de su tarjeta.

Last 3 digits of account number panel

Prices include all applicable sales tax.

5 Weight Limit:

In case the weight exceeds the state issued limit of 30 lbs. (480 oz: 424 oz product and 56 oz packing material).

❍ Yes, please take off items to ensure package does not exceed (30 lbs.) weight limit.

❍ No, do not take any items off order and return order form to sender. The order will not be processed until weight limit is met.

MAIL COMPLETED ORDER FORM WITH PAYMENT TO:
Access Securepak® (OH)
10880 Linpage Place, St. Louis, MO 63132

Your family can also call
1-800-546-6283
to place a credit card order or visit us at
ohiopackages.com

SUNDRY LIMITS:

Sundry Items	Inmate Purchase Limit	Additional Information
Clothing		
Athletic Supporter	2	Men Only
Baseball Cap	1	
Bra	7	
Bath Robe	1	
Bath Towel	5	
Blanket	1	
Briefs/Boxers	7	Men Only
Handkerchief	12	
Military Web Belt	1	
Pajamas	2	
Shorts	3	
Socks	7	
Stocking (Hat)	1	
Sweatshirt	2	
Sweatpants	2	
Thermal Shirt	3	
Thermal Drawers	3	
Women's T-Shirts	6	
Men's T-Shirts	6	
Men's Undershirt	7	
Women's Underwear	14	Women Only
Vinyl Poncho	1	
Wash Cloth	5	
Work Gloves	1	Written approval of Managing Officer Only
Jewelry		
Earrings	2	Women Only
Medical ID Alert Bracelet	1	Medical Approval Only
Ring (Wedding)	1	
Watch	1	

Sundry Items	Inmate Purchase Limit	Additional Information
Watch Band Replacements	1	
Shoes and Boots		
Dress Shoe	1	
Shower Shoes	1	
Slippers	1	
Tennis Shoe	1	
Work Boots	1	Written approval of Managing Officer Only
Electronics		
AM/FM Radio	1	
Beard and Mustache Trimmer	1	
Bulb (For Clip on Lamp)	1	
Calculator	1	
Clock	1	
Coaxial Cable	1	
Digital Television Converter Box	1	
Earbud/Earplugs	1*	
Fan	1	
Hand Held Gaming Device	2	
Hair Trimmer	1	
Headphones	1*	
Lamp	1	
Plug and Play Device	1	
Razor	1	
Razor Replacement Blade	1	
Razor Replacement Foil	1	
RF Adapter	1	
Skyworth TV Remote Control	1**	
Typewriter	1	
Typewriter Correctable Ribbon	6	
Typewriter Correction Tape	2	

Sundry Items	Inmate Purchase Limit	Additional Information
Swintec Replacemt Printer Wheel	1	
Universal Television Remote	1**	
* Inmates may purchase one, but not both.		
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Miscellaneous Items		
Address Book	1	
Cup/Tumbler	1	
Card/Board Games	3	
Ink Pens	7	
Month Calendar	1	
Mug	1	
Pencils	7	
Photo Album	1	
Sketch Pad	2	
Typing Paper	2	
Writing Tablet	2	
Religious Items		
Chain (Necklace) with Medallion	1	
Dashiki Prayer Robe	1	
Islam Prayer Beads	1	
Islam Prayer Rug	1	
Japa Mala Beads	1	
Skull Cap (Yarmulke)	1	