



# 4 WAYS TO PLACE YOUR ORDER

- 1) Order online at: [www.virginiapackages.com](http://www.virginiapackages.com)
- 2) Order by mail by sending to: Access Securepak (VA) 10880 Lin Page Place  
St. Louis, MO 63132
- 3) Order by fax: 1-866-754-2813
- 4) Order by phone: 1-800-546-6283

## SELECT PAYMENT METHOD:

- Cashier's Check  Money Order  
 MasterCard  VISA  Discover

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

Merchandise	Sales Tax	Total
Food (Taxed @ 2.50%)	<input type="text"/> x 2.5%	= <input type="text"/>
Non-Food (Taxed @ 5.30%)	<input type="text"/> x 5.30%	= <input type="text"/>
Non-Food (Taxed @ 6.00%)	<input type="text"/> x 6.00%	= <input type="text"/>
Processing Fee (Taxed @ 5.30%)	\$3.00 + \$0.16	= \$3.16
Processing Fee (Taxed @ 6.00%)	\$3.00 + \$0.18	= \$3.18
<b>TOTAL AMOUNT DUE</b>		<input type="text"/>

\*Food total + Non-Food total + Processing fee = Total Amount Due

Cardholder Name: \_\_\_\_\_  
(Please Print)

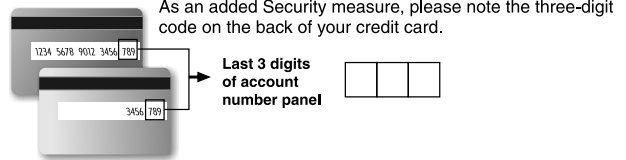
Cardholder's Signature: \_\_\_\_\_

Daytime Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

### Credit Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiration Date: \_\_\_\_\_ Today's Date: \_\_\_\_\_



In the event of a back order, is it okay to substitute like items of equal or greater value?  
YES \_\_\_ NO \_\_\_

**SHIPPING INFORMATION:** Inmate's Name, ID #, Institution/Dorm/Housing Unit & Address

**SENDER'S INFORMATION:** Sender's Name, Address, Phone Number & Email Address

### PROGRAM DATES:

**First Date to Place Orders:** Monday, March 9, 2015

**Last Date to Place Orders (phone, fax, web):** Wednesday, April 8, 2015

**Postmark Date (mail orders):** Thursday, April 2, 2015 (must be received by Wednesday, April 8, 2015)

**Delivery Date:** Orders will deliver weekly

### WAYS TO ORDER:

**Online:** [www.virginiapackages.com](http://www.virginiapackages.com)

**Phone:** 1-800-546-6283

**Mail:** Access Securepak® (VA)

10880 Lin Page Place

St. Louis, MO 63132

**Fax:** 1-866-754-2813

**PAYMENT METHODS:** We accept Visa, MasterCard and Discover credit / debit cards and prepaid cards (that have a verifiable United States address), cashier's checks, and money orders. When paying by credit card be sure to include the card number, expiration date, card verification number (3 digit card verification number found on the back of the card), card member's name, address and phone number. We do not accept prepaid cards that lack the ability to assign a valid United States address to the card holder. *Personal checks will NOT be accepted and the orders will be returned to the sender.*

**ORDERS PLACED WITH A CREDIT, DEBIT, OR PRE-PAID CARD:** All cards will be charged on the day the order is placed. Any refund/credits due will be applied to the original card used. Please allow additional time for refunds/credits to be processed when using a prepaid card.

**PROCESSING FEE:** \$3.00 for all orders.

**SALES TAX:** Access Securepak® is required by the state of Virginia to collect 2.50% sales tax on food and 5.30% sales tax on merchandise and processing fees. Chesapeake Correctional Center and Norfolk City Jail have a 6% sales tax on merchandise and processing fees. To figure sales tax amount take the subtotal and multiply it by the tax rate of 5.30%.

Example: \$63.52 (subtotal) + \$3.00 (processing fee) = \$66.52 (subtotal) x 0.053 (tax rate) = \$3.53 (tax total) / \$66.52 (subtotal) + \$3.53 (tax total) = \$70.05 (total)

**LIMITS:** Multiple packages are allowed not to exceed \$100.00 spending limit per week.

Pamunkey - Limits \$50.00 per week

Norfolk - Limits \$60.00 per week

Meherrin River - Limits \$65.00 per week

Indigent inmates are eligible to receive packages for this program and it will not interfere with their indigent status.

**CATALOG CHANGES:** Every effort has been made to show and describe the merchandise and all information as accurately as possible. Many manufacturers make changes in design, color, package size and style after catalog production and therefore, we reserve the right to discontinue or change product specifications without prior notice. We regret any changes that might occur and will make every effort to minimize these occurrences. Inadvertent errors in product descriptions, pricing and special offers are not binding on Access Securepak®, and may be adjusted by Access Securepak® at any time. Additionally, many of our food items may contain common allergens such as milk, eggs, wheat and peanuts. Please consult the product packaging before consuming for specific information on the ingredients contained in each product. Prices and offers are subject to change and available while supplies last. Always consult our website [www.virginiapackages.com](http://www.virginiapackages.com) for the latest updates on this package program.

### CUSTOMER SERVICE:

Online: [www.virginiapackages.com](http://www.virginiapackages.com)

Phone: 1-800-546-6283

Automated System: 24 hours a day / 7 days a week

Customer Service Representative: Monday - Friday 8:30 am - 12:00 am EST, and Saturday 11:00 am - 5:00 pm EST.

Access Securepak® reserves the right to remove one or more items from the order due to insufficient amount paid for orders received.