



<b>Staff Section:</b>
Order Received: _____
Order Fulfilled: _____
Order Available: _____
Staff Initials: _____

**Merchandise Order Form**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Order Pick-up Location:** (circle one)

Little Rock Office      Rogers Office      Jonesboro Office      Texarkana Office      Fort Smith Office

**Mail Order to Above Address:**

Service Unit: \_\_\_\_\_ Troop Number: \_\_\_\_\_

Item #	Item Description	Size	Color	Unit Price	Quantity	Total Price
Important Information: <ul style="list-style-type: none"> <li>• Orders will be available for pick-up 3-weeks from the date the order is received.</li> <li>• Merchandise shipping is based on USPS flat rate shipping costs.</li> <li>• Any item listed on the GSUSA website as "online only" is not available for order by Girl Scouts – Diamonds.</li> </ul>				<b>ORDER TOTAL</b>		

**Payment Method:**

Money Order (no cash with mailed orders)     Check (Make payable to Girl Scouts – Diamonds) (include Date of Birth & Driver's License #)

Visa     Mastercard     Discover     American Express

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Card Zip Code: \_\_\_\_\_ Chip Card: (circle one)    YES    NO

Product Program Credit (Fall/Cookie Bucks)

Full Account Number: \_\_\_\_\_ Amount Applied to Order: \$ \_\_\_\_\_

New Troop Incentive Voucher (voucher must be attached to form)    Value: \$ 49

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Scan orders to: [retail@girlscoutsdiamonds.org](mailto:retail@girlscoutsdiamonds.org)  
 Phone Orders: 1-800-632-6894 (press 3 for the shop)  
 Mail Orders to:  
 Girl Scouts – Diamonds · c/o Retail Specialist  
 3434 One Place · Jonesboro, AR 72404

**We're always open online!**

[www.girlscoutshop.com](http://www.girlscoutshop.com)