## Order Form South Carolina Quarter 2 Ordering Dates: March 29 - April 27, 2017

Please complete all info on reverse (print clearly).


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| ITEM DESCRIPTION | PRICE | ITEM \# | QTY | TOFAL PRICE |
| :---: | :---: | :---: | :---: | :---: |
| The Whole Shabang 9.5 oz. Extreme Crunchies KH ITEM LIMIT 12 | $\$ 3.00 / E A$ | 80001670 |  |  |
| Snacks \& Nuts |  |  |  |  |
| Chex Mix 8.75 oz. Bold Party Blend Mix K ITEM LIMIT 12 | \$6.65/EA | 736 |  |  |
| Combos 6.3 oz. Pepperoni Pizza H G S ITEM LIMIT 12 | \$4.50 / EA | 6905 |  |  |
| Corn Nuts 1.4 oz. Chile Picante Con Limon Crunch Corn Snack ITEM LIMIT 12 | \$1.10/EA | 40713 |  |  |
| Cracker Jack 4 oz. Popcorn ITEM LIMIT 12 | \$2.00 / EA | 80003277 |  |  |
| Fiddle Faddle 6 oz. Caramel Popcorn w/Peanuts K ITEM LIMIT 12 | \$2.50 / EA | 6606 |  |  |
| Kar's 3.5 oz. Hot \& Spicy Peanuts K ITEM LIMIT 12 | \$1.45/EA | 80001033 |  |  |
| Kar's 6 oz. Sweet 'N Spicy Mix C ITEM LIMIT 12 | \$3.30 / EA | 9674 |  |  |
| Kashi 1.23 oz. Honey \& Almond Granola Bar ITEM LIMIT 12 | \$1.25/EA | 80001278 |  |  |
| Kellogg's 3 oz. Rice Krispies Treats Double Chocolatey Chunk ITEM LIMIT 12 | \$1.90/EA | 10572 |  |  |
| Kings Nut 2.5 oz. Honey Roasted Peanuts G S ITEM LIMIT 12 | \$1.00/EA | 80003351 |  |  |
| Kings Nut 3.25 oz. Health Mix ITEM LIMIT 12 | \$1.25/EA | 80003371 |  |  |
| Kings Nut 3.5 oz. Spicy Cajun Mix ITEM LIMIT 12 | \$1.25 / EA | 80003370 |  |  |
| Kings Nut 4 oz. Tropical Mix ITEM LIMIT 12 | \$1.25/EA | 80003373 |  |  |
| Kings Nut 6 oz. Roasted \& Salted Sunflower Kernels ITEM LIMIT 12 | \$2.00 / EA | 80003375 |  |  |


| ITEM DESCRIPTION | PRICE | ITEM \# | QTY ${ }_{\text {PRIICE }}^{\text {TOTAL }}$ |
| :---: | :---: | :---: | :---: |
| Promax 2.64 oz. Double Fudge Brownie Energy Bar K G <br> ITEM LIMIT 12 | \$2.70/EA | 26294 |  |
| Snyder's 2.25 oz. Jalapeno Pretzel Pieces K ITEM LIMIT 12 | \$1.35/EA | 2299 |  |
| Snyder's 2 oz. Salted Caramel Pretzel Pieces ITEM LIMIT 12 | \$1.35/EA | 80002233 |  |
| The Whole Shabang 1.75 oz. Peanuts K ITEM LIMIT 12 | \$0.75 / EA | 80002177 |  |
| The Whole Shabang 5 oz. Popcorn K H G ITEM LIMIT 12 | \$2.25/EA | 80002294 |  |
| The Whole Shabang 6 oz. Snack Mix K ITEM LIMIT 12 | \$3.00/EA | 80003008 |  |
| Crackers |  |  |  |
| Austin 1.38 oz. Grilled Cheese on Saltines (8 Pk.) K ITEM LIMIT 12 | \$3.50 / BX | 80000109 |  |
| Austin 1.38 oz. Peanut Butter on Cheese Sandwich Crackers (8 Pk.) K ITEM LIMIT 12 | \$3.50 / BX | 80000114 |  |
| Austin 1.38 oz. Pepperjack on Saltines (8 Pk.) K ITEM LIMIT 12 | \$3.50 / BX | 80000110 |  |
| Cheez-It 7 oz. Cheddar Jack Crackers R ITEM LIMIT 12 | \$4.85/EA | 7452 |  |
| Golden Valley 15.1 oz. Snack Crackers K ITEM LIMIT 12 | \$3.40 / BX | 10753 |  |
| Keebler 5.25 oz. Club Crackers K ITEM LIMIT 12 | \$2.90 / EA | 80000896 |  |
| Saltine Crackers 4 oz. Clear Sleeve ITEM LIMIT 12 | \$0.75/EA | 9474 |  |
| Cookies |  |  |  |
| Bud's Best 6 oz. Candy ' $n$ Cookies - Butterfinger Mini Cookies K G S <br> ITEM LIMIT 12 | \$2.30 / EA | 6386 |  |


| ITEM DESCRIPTION | PRICE | ITEM \# | QTY | TOIAL PRICE |
| :---: | :---: | :---: | :---: | :---: |
| Famous Amos 2 oz. Chocolate Chip Cookies ITEM LIMIT 12 | \$0.95 / EA | 850 |  |  |
| Keebler 12.5 oz. Deluxe Grahams Cookies ITEM LIMIT 12 | \$4.20 / EA | 80003283 |  |  |
| La Moderna 4.94 oz. Marias Cookies ITEM LIMIT 12 | \$0.95 / EA | 9472 |  |  |
| Market Square Bakery 10 oz. Shortbread Cookies K ITEM LIMIT 12 | \$1.75/EA | 7693 |  |  |
| Market Square Bakery 6 oz. Chocolate Chip Cookies KH <br> ITEM LIMIT 12 | \$1.20 / EA | 6072 |  |  |
| Market Square Bakery 6 oz. Duplex Creme Cookies KH <br> ITEM LIMIT 12 | \$1.20 / EA | 10058 |  |  |
| Market Square Bakery 6 oz. Iced Oatmeal Cookies KH <br> ITEM LIMIT 12 | \$1.20 / EA | 6071 |  |  |
| Market Square Bakery 6 oz. Peanut Butter Creme Cookies KH ITEM LIMIT 12 | \$1.20 / EA | 10055 |  |  |
| Market Square Bakery 6 oz. Vanilla Creme Cookies KH <br> ITEM LIMIT 12 | \$1.20 / EA | 10057 |  |  |
| Oreo 2.4 oz. Cookies ITEM LIMIT 12 | \$1.25/EA | 80003305 |  |  |
| Oven Baked 12 oz. Caramel Dipped Shortbread Cookies <br> ITEM LIMIT 12 | \$3.40 / EA | 80001121 |  |  |
| Candy |  |  |  |  |
| Chewy Lemonhead 4 oz. - Redrific ITEM LIMIT 12 | \$1.55/EA | 80000871 |  |  |
| E.Z. Digby's 2.75 oz. Bit-O-Honey C ITEM LIMIT 12 | \$1.60 / EA | 40626 |  |  |
| Nips 4 oz. Chocolate Parfait Hard Candy ITEM LIMIT 12 | \$1.75/EA | 80001073 |  |  |

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| ITEM DESCRIPTION | PRICE | ITEM \# | QTY | TOTAL PRICE | ITEM DESCRIPTION | PRICE | ITEM \# | QTY | ${ }_{\text {PIOTAL }}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Thai Palace 3.7 oz. Rice Noodle Soup Chili Flavor CG <br> ITEM LIMIT 12 | \$1.05/EA | 3092 |  |  | Infuzed Island Naturals 15 0z. Shea Butter Lotion HYGIENE LIIIT 3 | \$2.95/EA | 24966 |  |  |
| Velveeta 3 oz. Macaroni and Cheese K H C ITEM LIMIT 12 | \$1.45/EA | 4935 |  |  | Deodorant |  |  |  |  |
| HEALTH \& BEAUTY |  |  |  |  | Power-Up 2.5 oz. Clear A/P Deodorant - Force C HYGIENE LIIIT 3 | \$3.25/EA | 22337 |  |  |
| Hair Care \& Body Wash |  |  |  |  | Power-Up 2.5 oz. Clear Deodorant - Drive C HYGIENE LIIIT 3 | \$3.25 / EA | 22339 |  |  |
| Elementz 15 oz. 3 in 1 Coconut Lime Hair \& Body Wash <br> HYGIENE LIMIT 3 | \$3.50 / EA | 24942 |  |  | WOMEN'S ONLY ITEMS |  |  |  |  |
|  |  |  |  |  | Women's Deodorant |  |  |  |  |
| Elementz 15 oz. Thickening Shampoo w/Aloe \& Ginseng HYGIENE LIIIT 3 | \$2.95/EA | 24936 |  |  | Power-Up 2 oz. A/P Deodorant - Bloom C HYGIENE LIIIT 3 | \$3.25 / EA | 22344 |  |  |
| Suave 12 oz . Everlasting Sunshine Body Wash HYGIENE LIMIT 3 | \$4.95/EA | 26206 |  |  |  |  |  |  |  |
| Suave 12 oz. Juicy Green Apple Shampoo HYGIENE LIMIT 3 | \$2.95/EA | 26138 |  |  |  |  |  |  |  |
| Suave 12 oz. Refreshing Waterfall Mist Conditioner HYGIENE LIIIT 3 | \$2.95/EA | 26137 |  |  |  |  |  |  |  |
| Soap |  |  |  |  |  |  |  |  |  |
| Next1 5 oz. Anti-bacterial Sport Soap (1 Bar) C HYGIENE LIMIT 3 | \$1.00/EA | 22098 |  |  |  |  |  |  |  |
| Next1 5 oz. Cocoa Butter Soap (1 Bar) C HYGIENE LIIIT 3 | \$1.00/EA | 22096 |  |  |  |  |  |  |  |
| Next1 5 oz. Moisturizing Soap (1 Bar) C HYGIENE LIIIT 3 | \$1.00/EA | 22097 |  |  |  |  |  |  |  |
| Skin Care |  |  |  |  |  |  |  |  |  |
| Dial 12 oz . Advanced Therapy Lotion HYGIENE LIMIT 3 | \$5.05/EA | 26045 |  |  |  |  |  |  |  |
| Infuzed Island Naturals 15 oz. Coconut Lime \& Aloe Lotion <br> HYGIENE LIIIT 3 | \$2.95/EA | 24967 |  |  |  |  |  |  |  |

## Order Form South Carolina Quarter 2 Ordering Dates: March 29 - April 27, 2017 <br> Please complete all info on reverse (print clearly).



## PROGRAM DATES

Ordering Begins: March 29, 2017
Ordering Ends: April 27, 2017
Postmark date for mail orders: April 20, 2017
Orders must be received by: April 27, 2017
Delivery to facility: On or before June 30, 2017

## WAYS TO ORDER

Online: southcarolinapackages.com
Phone: 1-800-546-6283
Mail: Access Securepak (SC)
10880 Linpage Place, St. Louis, MO 63132

## ACCEPTABLE FORMS OF PAYMENT:

- Credit/Debit Cards-VISA, MasterCard, Discover
- Prepaid cards that have a verifiable United States address

Cashier's check
Money order

- Correctional Institution Check

We do not accept personal checks and will return them to the send er. Credit/debit and prepaid cards will be charged on the day the order is placed. Refunds or credits will be applied to the card used for the order (allow additional time for refunds/credits on prepaid cards). Access Securepak reserves the right to remove one or more items from the order due to insufficient payment. When paying by credit card be sure to include the card number, expiration date, card verification number ( 3 digit number found on the back of the credit card), card member's name, card member's phone number and card member's address. Inmates may purchase packages for themselves and/or SCDC incarcerated immediate family members, by completing SCDC Form 15-1, "Cooper Trust Fund Withdrawal" and attaching it to the completed Access Securepak® order form. Requests must be submitted to the Postal Director no later than April 6, 2017, to allow time for institutional check processing. Inmates cannot purchase packages for other inmates. This program is separate from the Canteen and does not affect the Canteen spending limit.

SALES TAX: Access Securepak ${ }^{\circledR}$ will not include sales tax in the selling prices. Sales tax needs to be calculated for all items. The sales tax rate is based on the inmate's facility location at the time of order entry, not at the time of receipt. Refer to the tax table for the correct tax rate.
Tax calculation example, inmate is at Manning Reentry and Work Release
$\$ 163.52$ food total $\times 0.02$ food tax rate $=\$ 3.27$ tax due $+\$ 163.52$ food total = \$166.79 food total w/tax
$\$ 23.52$ non-food total $+\$ 5.00$ processing fee $=\$ 28.52$ non-food subtotal $\times 0.08$ tax rate $=\$ 2.28$ tax due $+\$ 28.52$ non-food total $=$ $\$ 30.80$ non-food total w/tax
$\$ 166.79$ food total w/tax + \$30.80 non-food total w/tax = \$197.59 total due

ELIGIBILITY: Access Securepak verifies inmate eligibility before shipping packages, if applicable.

LIMITS: Maximum $\$ 200$ food and snack limit of product per inmate. Multiple packages can be ordered, and will be consolidated, not to exceed the limits of the program. Each food item (excluding Ramen) has maximum purchase limit of 12. Ramen Noodles are limited to (4) 24 packs. A maximum of 3 hygiene products can be ordered. Limits will apply and may vary by facility.

CATALOG CHANGES: Every effort has been made to show and describe the merchandise as accurately as possible. Because many manufacturers change an item's design, color, package size and style after our catalog is produced, 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 we may make adjustments at any time. Additionally, many of our food items may contain common allergens such as milk, eggs, wheat and peanuts. Before consuming a food item, please consult the product packaging for specific information on its ingredients. Prices and offers are subject to change and available while supplies last. Always consult the southcarolinapackages.com website for the latest updates on this package program.

In the event of a back order, may we substitute like items of equal or greater value? Note: unless you choose "NO," we may substitute for out-of-stock or restricted items.
_YES
_NO

## CUSTOMER SERVICE:

southcarolinapackages.com
Automated system is available 24 hours a day, seven days a week 1-800-546-6283
Live bilingual representatives are available Monday through Friday, 8:30 a.m.-11:59 p.m. EST, and Saturday, 11 a.m. -5 p.m. EST.

## Order Form South Carolina Quarter 2 Ordering Dates: March 29 - April 27, 2017

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## Tax Table:

| Facility Name | City | Food Tax Rate | NonFood Tax Rate | Facility Name | City | Food Tax Rate | NonFood Tax Rate | Facility Name | City | Food Tax Rate | NonFood Tax Rate |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Allendale Correctional Inst | Fairfax | 1.00\% | 7.00\% | Leath Correctional Inst | Greenwood | 0.00\% | 6.00\% | Perry Correctional Inst | Pelzer | 0.00\% | 6.00\% |
| Broad River Correct Inst | Columbia | 2.00\% | 8.00\% | Lee Correctional Inst | Bishopville | 1.00\% | 8.00\% | Ridgeland Correctional Inst | Ridgeland | 1.00\% | 8.00\% |
| Catawba Pre-Release Ctr | Rock Hill | 0.00\% | 7.00\% | Lieber Correctional Inst | Ridgeville | 1.00\% | 7.00\% | SVPTP | Columbia | 2.00\% | 8.00\% |
| Evans Correctional Inst | Bennettsville | 1.00\% | 8.00\% | Livesay A | Spartanburg | 0.00\% | 6.00\% | Trenton Correctional Inst | Trenton | 1.00\% | 7.00\% |
| Gilliam PSY Unit | Columbia | 2.00\% | 8.00\% | Livesay B | Spartanburg | 0.00\% | 6.00\% | Turbeville Correctional Inst | Turbeville | 2.00\% | 8.00\% |
| Goodman Correctional Inst | Columbia | 2.00\% | 8.00\% | MacDougall Correctional Inst | Ridgeville | 2.00\% | 8.00\% | Tyger River Correctional Inst | Enoree | 0.00\% | 6.00\% |
| Graham Correct Inst | Columbia | 2.00\% | 8.00\% | Manning Reentry \& Work Release | Columbia | 2.00\% | 8.00\% | Wateree Correctional Inst | Rembert | 1.00\% | 8.00\% |
| Kershaw Correctional Inst | Kershaw | 1.00\% | 8.00\% | McCormick Correctional Inst | McCormick | 1.00\% | 7.00\% |  |  |  |  |
| Kirkland Correctional Inst. | Columbia | 2.00\% | 8.00\% | Palmer Pre-Release Ctr | Florence | 1.00\% | 8.00\% |  |  |  |  |

## INMATE PACKAGE PROGRAM - GUIDELINES

All inmates are eligible for these packages except:

- Canteen Restriction
- Disciplinary Detention (DD)
- Intake (IN, INL5)
- Pre-Hearing Detention (SP, ST, PHD)
- Safekeepers (SK)
- Security Detention (SD)
- Kirkland Inmates in Dorm: A1, A2, B1, C1, C2, D (Cells 33-64), F1, F3, MSU and Infirmary
- Young Offenders Incarcerated Less Than 60 Days

One or more individuals can "contribute" to an inmate's package but neither the total dollar limit nor the quantity limits can be exceeded.

- This program is separate from the Canteen and does not affect the Canteen spending limit. Ordering excessive amounts of product may result in the loss of some items if the inmate is transferred.


## Limits per inmate:

- Maximum of $\$ 200$ on food and snacks
o Maximum of (12) on any single food or snack item (except Ramen)
o Maximum of (4) Ramen 24 packs (any combination of flavors)
- Maximum of 3 hygiene products

INMATE PACKAGE PROGRAM - EH COOPER PROCEDURE: Place orders early to allow time to resolve any issues before the deadline. Inmates may only purchase packages for themselves and/or immediate family members incarcerated within the SCDC. An immediate family member is defined as a:

If an inmate buys items for their incarcerated family member and the dollar amount / food limit / hygiene limits are exceeded, Access Securepak ${ }^{\circledR}$ will refund the difference to the inmate sender's EH Cooper account. This will be coordinated with Financial Accounting.
Ordering begins March 29, 2017. Mail orders must be postmarked by April 20, 2017.
EH Cooper Trust Fund Withdrawal requests must be submitted to your Postal Director no later than April 6, 2017, for receiving at Financial Accounting by April 10, 2017.

The Postal Director will process the EH Cooper check requests for the inmates who wish to purchase packages for themselves and/or SCDC incarcerated "immediate family members", using the following procedure:

- The inmate will complete all information on SCDC Form 15-1, "Cooper Trust Fund Withdrawal", including their full name and SCDC number, dollar amount, payee's name: Access Securepak $®$ and mailing address: 10880 Linpage Place, St. Louis, MO 63132.
- The vendor attachment box must be marked with a "Y"
- Completed Access Securepak® order form must be attached to SCDC Form 15-1.

Inmates are allowed to make inmate-to-inmate transactions to purchase packages for SCDC incarcerated family members. Inmates will follow the same procedure as if they are purchasing a package for themselves, with these additions:

- Indicate the family relationship in the space below the Institution name, in the "Ship To" column, on the Access Securepak® order form.
- SCDC Form 15-1, "Cooper Trust Fund Withdrawal", must have the Warden's approval.

Financial Accounting personnel will process the check request and mail the order form with the check to Access Securepak®.

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## FREQUENTLY ASKED QUESTIONS:

Q: When does the program begin?
A: Orders will be accepted from March 29 - April 27, 2017. However, any order that is mailed in must be postmarked by April 20, 2017. Any orders received after the deadline will not be processed and will be mailed back to the sender

Q: When will the order arrive at the institution?
A: All orders will be arriving at the institutions on or before June 30, 2017. The institutional staff will be distributing the packages to the inmates shortly after the shipment arrives at the institution.

Q: What is the spending limit?
A: The spending limit is $\$ 200.00$ for food/snacks only. Limit on the purchase of any single food item to a maximum of 12 each (excluding Ramen which is currently limited to (4) 24 pks). Hygiene items are limited to a total of 3. Limits are listed on the catalog, order form and website. Inmates in the Step Down Unit are restricted to a $\$ 50$ spending limit. GPH patients may receive food only and are subject to a limit of $\$ 100$

Q: What are your processing fee charges?
A: \$5.00 nonrefundable processing fee for mail and phone orders and a reduced $\$ 2.50$ processing fee for web orders.

Q: Will sales tax be applied to my order?
A: Access Securepak® will not include sales tax in the selling prices. Sales tax needs to be calculated for all items. The sales tax rate is based on the inmate's facility location at the time of order entry, not at the time of receipt. Refer to the tax table for the correct tax rate.

Q: What forms of payment do you accept?
A: PAYMENT: We accept Credit/debit cards (VISA, MasterCard, or Discover logos), prepaid credit cards (that have a verifiable United States address), cashier's check, institutional check, or money order. When paying by credit card be sure to include the card number, expiration date, card member's name, CCV 3 digit number on the back of the card, card member's phone number, and billing address. Inmates may purchase packages for themselves and/or SCDC incarcerated immediate family members, by completing SCDC Form 15-1, "Cooper Trust Fund Withdrawal" and attaching it to the completed Access Securepak® order form. Requests must be submitted to the Postal Director by April 6, 2017 to allow time for institutional check processing. We do not accept prepaid credit cards that lack the ability to assign a valid United States address to the card holder.

Q: How do I place an order?
A: By Phone: 1-800-546-6283, by Internet: southcarolinapackages.com or by Mail: Access Securepak, 10880 Linpage Place, St. Louis, MO 63132.

Q: How do I check on an order?
A: Call 1-800-546-6283 or write to us at Customer Service, 10880 Linpage Place, St. Louis, MO 63132; or send us an email at: customerservice@accesscatalog.com

Q: How do I report a discrepancy with the order (item missing, wrong product, etc)?
A: The inmate will be given an opportunity to check contents of package in the presence of an employee from the institution. If there is an issue with the order, the employee will verify it and send the paperwork to Access. All discrepancies must be reported from the institution. We cannot honor any discrepancies reported from family members or friends of the inmate.

Q: What happens if the person I am sending my order to changes custody level and is no longer allowed a package?
A: If you place an order for an inmate and their custody level changes or they are moved to a facility other than SCDC, while the order is being processed or shipped, the order will be returned to us. Once we receive the order back from the institution, we will issue a refund to the sender of the package. There are no restocking fees.

Q: What happens if the inmate is relocated to another SCDC institution?
A: If you place an order for an inmate and they are moved to another SCDC institution, the package will be forwarded to the new institution on the next available SCDC Canteen truck.
Q. When will clothing be available for purchase?

A: Clothing will only be offered during the 1st and 3rd Quarters.

