

PLEASE READ BEFORE PLACING YOUR ORDER

- Complete the **entire** order form. DO NOT BOTH, FAX AND MAIL THE ORDER. IT WILL BE DUPLICATED.

- **Delivery**

U.S. – Postage/handling charges will be added at the time of processing your order. **An additional \$30.00, or more if expedited service is required.** Provide STREET ADDRESS, E-MAIL ADDRESS AND TELEPHONE NUMBER for delivery.

Overseas shipments - Orders shipping outside the U.S. will be charged postage/handling based on package weight, dimensions and final destination. Postage/handling charges will be added at the time of processing your order. Additional charges for duty/taxes upon receipt of goods may be required by customs. **We are not responsible for any additional charges imposed by customs.** Provide DELIVERY ADDRESS, E-MAIL ADDRESS AND TELEPHONE NUMBER for delivery.

Note: Rates are subject to change without notice.

- Specify the **date** the order is **needed**. We will make every effort to meet the date. “Rush” is not acceptable as a date.
- Always type or write in your **CLUB NAME**, it is needed to process the order, regardless of method of payment you have selected. Please include a day time phone number.
- Indicate which **ONE** of the three **methods of payment** you’ve selected.
 - A. Checks and money orders must be in U.S. dollars, drawn on a U.S. bank, payable to “Lions Clubs International”.
 - B. Visa or MasterCard are the accepted credit cards. Full account number, month and year of expiration as well as signature are required to process the order.
 - C. Supply orders being billed to a club or district account must be placed and signed by the club or district secretary. Enter the account number in the spaces provided on the front side of the form.
- Be sure to enter:
 - quantity** desired
 - catalog number** of item
 - description** along with **size and/or color** if it applies
 - each price** of the item
 - extended price** (each price x quantity)
 - additional charges**, e.g. engraving, lettering, service charge
- Enter the **Total** of the order.
- Enter **engraving, gold stamping or lettering personalization** at the bottom of the order form or attach a separate sheet of paper with this information. Please be sure it is legible and specific as we make no assumptions. **WE CANNOT ACCEPT ENGRAVING OR LETTERING OVER THE PHONE.** Please fax or mail orders with personalization.
- Lions in the United States (Alaska, Canada and Hawaii included), Puerto Rico, and the U.S. Virgin Islands may place an order **toll free using 1-800-710-7822**. *Please have the opposite side completed and ready when you call.* This number is only for CLUB SUPPLIES and cannot be transferred to other departments.
- Refer to front of the catalog for more ordering tips.
- **Make** a copy of this order **for your records**.