

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 if expedited Next Day or 2nd Day 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.

- 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.

Note: Rates are subject to change without notice.

- 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.**