



CLUB SUPPLIES ORDER FORM

MAKE A COPY OF THIS ORDER FOR YOUR RECORDS

Name _____			Country _____		
Club Name or District (REQUIRED TO PROCESS ORDER) _____			Phone _____		
Street Address _____			Fax _____		
City _____	State _____	Zip Code _____	Email _____		

Payment method: Money Order/Check Club/District Account ****See reverse side for credit card purchases.**

Club or District Account Number -

Signature of **applicable officer** as follows:

Club: Club President, Club Secretary or Club Treasurer

District: District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary/Treasurer

Multiple District: Council Chairperson, Council Secretary, Council Treasurer or Council Secretary/Treasurer

DATE NEEDED
PLEASE SPECIFY

QUANTITY	CATALOG NUMBER	COLOR/SIZE DESCRIPTION	UNIT PRICE	AMOUNT

SALES TAX

We are obligated to charge sales tax in:

Illinois – subject to applicable state tax.

Canada – subject to applicable Province taxes.

Additional charges

Tax _____

Postage _____

Total _____

REFER TO BACK OF THIS FORM FOR DETAILED ORDERING INSTRUCTIONS

**FOR PERSONALIZATION, LETTERING OR OTHER INSTRUCTIONS.
USE AND INCLUDE SEPARATE SHEET. INFORMATION SHOULD BE TYPED OR PRINTED LEGIBLY.**

PLACING AN ORDER

To avoid order duplication use only 1 method (mail, phone, fax or email) to place your order. Using multiple methods for the same order may result in duplication of your order and could result in duplicate billing. Always provide a contact name, street address, daytime phone number and email address or fax number.

If your order is needed by a specific date specify that date on your order. If we are unable to meet your requested delivery date you will be informed or notified accordingly.

Always provide the club name, a contact name, street address, daytime phone number and email address or fax number.

DELIVERY

U.S. Orders – Shipping and handling charges will be added at the time of processing your order. Rates are subject to change without notice.

Non-U.S. Orders – Shipping and handling charges will be based on package weight, dimensions and final destination. Rates are subject to change without notice. Additional charges for applicable duties or taxes may be required by customs in the destination country. ***Lions Clubs International has no control over the potential duties or taxes nor are we responsible for payment of the duties or taxes.***

Next Day or 2nd Day service is available at an additional charge for this service.

PAYMENT

- A. Pre-payment by check or money order payable to Lions Clubs International must be drawn on a U.S. bank, be in U.S. dollars and received by us prior to the processing and shipping of your order. For electronic payment transfer details please contact us at clubsupplies@lionsclubs.org.
- B. *****The protection of your payment data is important to us. Your credit card* purchases of Lions merchandise must be made directly on line at www2.lionsclubs.org. Please do not include your credit card number in any written communication or correspondence. *Visa, MasterCard, Discover***
- C. **Club:** Club President, Club Secretary or Club Treasurer, may order/bill to club account.
District: District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary/Treasurer, may order/bill to district account.
Multiple District: Council Chairperson, Council Secretary, Council Treasurer or Council Secretary/Treasurer, may order/bill to multiple district account.

PERSONALIZATION, ENGRAVING

We cannot accept phone orders for personalization or engraving. Orders calling for personalization or engraving must be provided via email, fax or Club Supplies Order Form. Regardless of method be sure to maintain a copy for your records.

Personalization or engraving instructions should be typed. If not typed they should be printed legibly. ***Personalized or engraved items are non-returnable.*** When ordering personalization or engraving provide a contact name and daytime phone number should we have any questions about the order. If any items from your order are shipped directly to you from a manufacturer you will receive an acknowledgement, please review it for accuracy. Should you find any discrepancies or errors please contact us immediately.

CUSTOMER SERVICE ASSISTANCE

Any questions concerning orders or shipping information please call us toll-free at **(800) 710-7822** or at **(630) 571-5466**. Regular business hours are 8:00AM - 4:30PM CST Monday through Friday excluding holidays. Or if you prefer you may e-mail us at clubsupplies@lionsclubs.org

Please note that our 800 number is limited to the U.S. (including Alaska and Hawaii), Puerto Rico, U.S. Virgin Islands and Canada. Sorry, we cannot transfer these calls to other departments.

CLUB SUPPLIES DEPARTMENT
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