



Mayo Clinic Alumni Association

Memorabilia & Gifts

Order Form

Item Description	Quantity	Size/Color	Each	Price Total
PERSONALIZATION (see back) Personalization for chairs and lamp: 1st line – \$25, 2nd line – \$10, 3rd line – \$10 Personalization for ring – \$4.10			Personalization Subtotal	
GENERAL MERCHANDISE Sales tax Minnesota: 8.125% Excluding ties, scarves, socks and hats Sales tax Florida: 7%				
Shipping and Handling U.S. \$12.50 Canada: \$35 All other countries \$65				
CHAIRS AND LAMPS Sales tax Minnesota: 8.125% Sales tax Florida: 7%				
Shipping and handling: Add specified amount for each lamp or chair ordered. – AZ, CA, CO, ID, MT, NV, NM, OR, TX, UT, WA – All other states in the continental U.S. – Call for delivery in Alaska, Hawaii and foreign countries. Charges dependent on destination.			\$47 \$37	
(Enclose payment in U.S. dollars drawn on U.S. bank)			Total	

Payment

Please make your check payable to Mayo Clinic Alumni Association, or charge to <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx <input type="checkbox"/> Discover		Name as it appears on credit card		Daytime Phone	
Credit Card #		Expiration date	CVN number	Signature (required for credit card use)	
Billing Address		City		State/Province	Postal Code

Shipping

Name		Phone			
Street					
City		State/Province		Postal Code	
Country		Email			

Email or Mail form to:

mayoalumni@mayo.edu

Mayo Clinic Alumni Center
Siebens 5
200 First Street SW
Rochester, MN 55905

Phone: (507) 284-2317

alumniassociation.mayo.edu/shop/

Personalization - optional

<p>Chairs and lamps One, two or three lines, 30 spaces maximum per line First line – \$25, second line – \$10, third line – \$10. (Please allow 4-6 weeks for delivery.)</p>			
First line	<input type="text"/>		
Second line	<input type="text"/>		
Third line	<input type="text"/>		
<p>Mayo Clinic school ring (Please allow 3-4 weeks for delivery.)</p>			
School name for top of ring	Year to appear on left shank	Program or initials to appear on right shank (maximum four letters)	Personal initials to appear inside ring for extra charge of \$4.10

Refund/Return Policy

Mayo Clinic Alumni Association will exchange merchandise or refund the purchase price* of unused, returned items from our online or in-person store.

Returns

- Returns are accepted within 30 days of merchandise purchase.
- Include your name, address, email address, phone number and reason for the return.
- Upon receipt of your unused, undamaged item, we will issue a credit for the purchase price* to the method of original payment.
- Mayo Clinic Alumni Association is not responsible for packages lost during return shipment. We recommended that packages be insured and traceable.

Exchanges

- Exchanges must be made within 45 days of purchase.
- Include your name, address, email address, phone number and details about the exchange request.
- Upon receipt of your unused, undamaged item, we will send you a new item.
- Mayo Clinic Alumni Association is not responsible for packages lost during return shipment. We recommended that packages be insured and traceable.
- Mayo Clinic Alumni Association will not cover the cost of return shipping.

Damaged items

Please contact us upon receipt of an item that was damaged during shipping. These items are eligible for exchange.

Special and customized products

Refunds on special orders or customized products (chairs, lamp, rings, frames) follow manufacturer’s guidelines.

Face masks

Opened face masks are not returnable. If you are dissatisfied with a mask you ordered, please contact us.

- mayoalumni@mayo.edu
- Call 507-284-2317, Monday-Friday, 8 a.m.-4 p.m. CST.

Send merchandise for return or exchange to:

Mayo Clinic Alumni Association
 Siebens 5
 200 First Street SW
 Rochester, MN 55905

**Purchase price does not include shipping and handling or any other special charges.*