

Item Description	Quantity	Size/Color	Each	Price Total
Personalization (see back) Chairs, lamp: 1 line \$25, 2 lines \$35, 3 lines \$45 Ring \$4.10			Personaliza	ition Subtotal
General Merchandise Sales tax Minnesota 8.125%; no tax in MN on ties, scarves, socks, and hats Sales tax Florida 7%				
Shipping & handling Continental U.S. \$12.50 Canada \$35 Other countries \$65				
Chairs, Lamps Sales tax Minnesota 8.125% Sales tax Florida 7%				
 Shipping & handling: add 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 other countries 			\$59 \$49	
(Enclose payment in U.S. dollars drawn on U.S. bank.)		Total		

Payment

Make your check payable to Mayo Clinic Alumni Association, or charge to	Credit Card Number		
Name As It Appears on Credit Card	Expiration Date (mm-yyyy)	CVN Number	
Billing Address (Street, City, State/Province, ZIP/Postal Code)		Daytime Phone	

Shipping

Name		Phone	Email or mail form to: mayoalumni@mayo.edu Mayo Clinic Alumni Center		
Address (Street, City, State/Province, ZIP/Postal Code)		Siebens 5 200 First Street SW			
Country	Email		 Rochester, MN 55905 Phone: 507-284-2317 alumniassociation.mayo.edu/shop/ 		

Memorabilia and Gifts Order Form (continued)

Personalization – Optional

Chairs, Lamps 1–3 lines, 30 spaces maximum per line 1 line \$25, 2 lines \$35, 3 lines \$45. (allow 4-6 weeks for delivery) Line 1 Line 2 Line 3

Mayo Clinic School Ring (allow 3–4 weeks for delivery)

School Name for Top of Ring		Year to Appear on Left Shank
Program or Initials to Appear on Right Shank (maximum 4 letters)	Initials for inside of ring \$4.10 extra charge	

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, ٠ 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.
- Mavo 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.
- Mavo 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.

- Email: mayoalumni@mayo.edu
- Phone: 507-284-2317, Monday-Friday, 8 am-4 pm Central Standard Time (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.