

# Memorabilia and Gifts Order Form Alumni Association

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: \$52  • All other states in the continental U.S.: \$42  • Call for delivery in Alaska, Hawaii, and foreign countries. Charges depende					
(Enclose payment in U.S	Total				

Complete payment and shipping information on page 2.

# **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/

# Memorabilia and Gifts Order Form (continued)

Payment															
Make your check payable to Mayo Clinic Alumni Association, or charge	ge to		Credit Card Number												
☐ Visa ☐ MasterCard ☐ American Express ☐ Discover															
Name As It Appears on Credit Card			E	xpirati	on Da	ate <i>(mr</i>	CVN Number								
Billing Address (Street, City, State/Province, ZIP/Postal Code)					Daytime Phone										
Signature (required for credit card use)								I							
Shipping															
Name									Phone						
Address (Street, City, State/Province, ZIP/Postal Code)								l							
Country	Em	nail													
Personalization – Optional															
Chairs and Lamps One, two, or three lines, 30 spaces maximum per line First line – \$25, second line – \$10, third line – \$10 Allow 4 to 6 weeks for delivery															
First Line															
Second Line															
Third Line															
Mayo Clinic School Ring Allow 3 to 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)	Pe	rsonal	Initial	s to Ap	opear	Inside	Ring f	or Extr	a Ch	arge	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
- 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 quidelines.

#### **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

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<sup>\*</sup>Purchase price does not include shipping and handling or any other special charges.