

Membership Acct. No.

 Selected Recognition jewelry
 available for use by members only.

Order Form for Items Available Only from Guild Office

Account No. for Billing:
 (if different than Membership Acct No.)

**Mail, fax or e-mail to
 CHORISTERS GUILD**
 2834 West Kingsley Road, Garland, TX 75041-2498
 Phone: 972-271-1521 Fax: 972-840-3113 email: orders@mailcg.org

Purchase Order No. (if required) _____

Ship to:

*Please provide complete physical address.
 UPS will not deliver to P.O. Box number.*

Bill to:

Name _____

Name _____

Address _____

Address _____

City _____ State/Province _____

City _____ State/Province _____

Zip/Postal Code _____

Zip/Postal Code _____

Phone Number _____

email _____

Date Ordered _____ **Date Needed** _____

Orders are shipped ground UPS unless otherwise specified.

Quantity	Catalog Number	Description	Unit Price	Total

Please indicate method of shipment desired, if other than Ground UPS:
 ___ Next Day UPS ___ 2 Day UPS ___ 3 Day UPS
Shipping to:
 ___ Commercial Address ___ Residential Address (additional charge)
(All UPS orders are automatically insured up to \$100 value. Additional insurance will be added as needed, 35¢ per additional \$100 value.)
 ___ Check here if you would like additional insurance.

Sub Total this page _____

Sub Total "Additions" _____

TOTAL _____

Shipping and handling charges will appear on invoice. DO NOT send payment with this order.

Order Form for ADDITIONS to Pins

VERY IMPORTANT: Custom award orders (stones added to pins) require a minimum of 6 weeks to process. Delivery of orders placed with less than a 6-week lead time *cannot be guaranteed* by the requested date. Please add an additional week if guards need to be removed and re-attached.

When returning pins for processing, please observe the following instructions:

1. Provide name under which the membership is listed.
2. Write on each envelope:
 - a. Addition(s) to be made: i.e., "add 1st pearl" or "add noteguard and 3rd pearl," etc.
 - b. Name of chorister.
 - c. Name of church, city and state.
 - d. Director's name.

3. Tally your order according to processing. See the examples below:

Qty. of pins	Stones and/or guards to be added	Total per pin	Total price
<u>12</u>	add <u>1 PE</u> @ \$ <u>4.50</u> /ea; add _____ @ \$ _____/ea	\$ <u>4.50</u>	\$ <u>54.00</u>
<u>5</u>	add <u>2 RU</u> @ \$ <u>4.50</u> /ea; add _____ @ \$ _____/ea	\$ <u>9.00</u>	\$ <u>45.00</u>
<u>3</u>	add <u>1 CZ</u> @ \$ <u>4.50</u> /ea; add <u>1 NO</u> @ \$ <u>10.00</u> /ea	\$ <u>14.50</u>	\$ <u>43.50</u>

4. Place each pin in a separate Choristers Guild jewelry envelope. These envelopes are available without charge upon request from the Guild. The jeweler has specifically requested the use of the Guild's special envelopes.
5. Pack pins securely with cardboard or plastic packing to reduce breakage or loss.
6. Send order form with pins to the Guild office. Specify method of return shipping if other than Ground UPS. Be sure to include a physical address and indicate whether it is a commercial or residential address.

PINS RETURNED FOR ADDITIONS:

Qty. of pins	Stones and/or guards to be added	Total per pin	Total price
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____
_____	add _____ @ \$ _____/ea; add _____ @ \$ _____/ea	\$ _____	\$ _____

_____ **TOTAL pins returned**

_____ **Sub Total \$** _____