



# Altrusa INTERNATIONAL, INC.



OFFICIAL SUPPLIER:

**Doc Morgan Inc.** ♦ PO Box 270 / 108 S 2<sup>ND</sup> Street ♦ St. Charles, IL 60174 ♦ Phone: 630-584-9414  
Fax: 630-584-9421 ♦ Email: customers@docmorgan.com ♦ Web Address: www.docmorgan.com

## OFFICIAL JEWELRY, AWARD AND SPECIALTY PRODUCTS PRICE LIST

### HOW TO ORDER:

- 1-All orders should be sent in on an official order blank, purchase order or letterhead (please print or type) to the following address:  
**DOC MORGAN INC.**  
 P.O. BOX 270 *or* **DOC MORGAN INC.**  
 ST. CHARLES, IL 60174 **FAX # (630)584-9421**  
**EMAIL: customers@docmorgan.com**  
**24 HOURS**
- 2- Prepayment with order is preferred and will help reduce order processing time. Make check(s) payable to **DOC MORGAN INC.** in U.S. Funds.
- 3- Check order for accuracy before sending and be sure to indicate the specific date required (only if one exists). *Be sure all precious metal items include any applicable surcharge.*
- 4- Additional forms available from **DOC MORGAN INC.** upon request.
- 5- Phone orders accepted 8am.-5pm. Central Standard Time (630) 584-9414.

### GOLD & SILVER SURCHARGE SCHEDULE: (\*Applies to all orders of precious metal products.)

Due to the probability of fluctuation in the world precious metal markets, we must maintain the following surcharge schedule according to the market price of material on the day the order is sent.

#### GOLD SURCHARGE SCHEDULE

Instituted June 1, 1998-Revised Effective September 1, 2006

MARKET PRICE OF GOLD	% OF SURCHARGE	MARKET PRICE OF GOLD	% OF SURCHARGE
\$500.00 OR LESS	NONE	\$650.01 TO \$680.00	30%
\$500.01 TO \$530.00	5%	\$680.01 TO \$710.00	35%
\$530.01 TO \$560.00	10%	\$710.01 TO \$740.00	40%
\$560.01 TO \$590.00	15%	\$740.01 TO \$770.00	45%
\$590.01 TO \$620.00	20%	\$770.01 TO \$800.00	50%
\$620.01 TO \$650.00	25%		

#### SILVER SURCHARGE SCHEDULE

Instituted June 1, 1998-Revised Effective September 1, 2006

MARKET PRICE OF SILVER	% OF SURCHARGE	MARKET PRICE OF SILVER	% OF SURCHARGE
\$10.00 OR LESS	NONE	\$20.01 TO \$22.00	30%
\$10.01 TO \$12.00	5%	\$22.01 TO \$24.00	35%
\$12.01 TO \$14.00	10%	\$24.01 TO \$26.00	40%
\$14.01 TO \$16.00	15%	\$26.01 TO \$28.00	45%
\$16.01 TO \$18.00	20%	\$28.01 TO \$30.00	50%
\$18.01 TO \$20.00	25%		

### PROCEDURE FOR CALCULATING SURCHARGES:

- 1-For easy calculation of correct surcharge, (a) group and list GF, 10K and 14K items using current price list unit prices and extend in the regular manner, (b) add them together to determine the basic total amount for those items in the gold category, (c) Based on the market price of that day, determine the applicable percentage of surcharge (from the gold surcharge schedule), (d) multiply the basic total amount times that percentage and add it to the order in the amount column.
- 2-(a) Follow the same procedure for sterling silver and vermeil items, (b) use the silver surcharge schedule to determine the percentage.
- 3-All bronze, gold electroplate, rhodium plate, and silver plated categories are exempt from the surcharge schedule, as are all non-jewelry items.
- 4-Market prices of gold and silver may be obtained from your local newspaper, radio, television, bank, commodities broker or by calling our main office after 12 o'clock (noon) Central Standard time at (630) 584-9414.
- 5-Since further fluctuations are likely during the few days your order is in transit, our Order Processing Department will evaluate your order on the basis of the post mark date of your order. Any fluctuations beyond that date will be absorbed mutually in the interest of utilizing the surcharge schedule to arrive at a reasonably equitable and workable solution to the volatility of world material markets.

### ENGRAVING:

Available on all appropriate items at \$.34 per character unless otherwise specified. ALL COPY MUST BE FURNISHED ON PAPER, PLEASE TYPE OR PRINT. (Any copy accepted verbally is the customer's responsibility in the event of an error.)

### SHIPPING FEE:

\$7.00 minimum shipping fee on all orders under \$100.00. All orders over \$100.00 will have a shipping fee of 7% on the basic amount only. This allows for Ground Transportation or 1<sup>st</sup> Class Mail. "Express" shipping methods are available for additional charges; please contact our office for a quote. Shipping outside of the continental United States may have additional charges, please contact our office for exact amounts.

Effective January 1, 2008

AG1	Name Badge-Qty 50	\$ 70.60
AG2/01	Blue Name Badge-1 line copy	\$ 8.80
AG2/02	Blue Name Badge-2 lines copy	\$ 10.60
AG2/03	Blue Name Badge-3 lines copy	\$ 12.50
AG3/01-GT	Gold Name Badge-1 line copy	\$ 12.40
AG3/01-ST	Silver Name Badge-1 line copy	\$ 12.40
AG3/02-GT	Gold Name Badge-2 lines copy	\$ 14.50
AG3/02-ST	Silver Name Badge-2 lines copy	\$ 14.50
AG3/03-GT	Gold Name Badge-3 lines copy	\$ 16.60
AG3/03-ST	Silver Name Badge-3 lines copy	\$ 16.60

*AG2 & AG3: These items may have a magnetic back in place of safety pin and catch for an additional \$5.00 per badge, please call our office for details.*

AG5	Place Card-Qty. 25	\$ 6.40
AG6	Cocktail Napkin-Qty. 100	\$ 19.00
AG7	Dinner Napkin-Qty. 100	\$ 26.75
AG8	Place Mat-Qty. 100	\$ 31.75
AG9	Coaster-Qty. 100	\$ 23.00
AG10	Letter Head-Qty. 100	\$ 17.80
AG11	Envelopes-Qty. 100	\$ 21.00
AG13	Note Pad-Qty 100 sheets	\$ 8.30
AG14	Deluxe Stationery-Qty. 25 sheets	\$ 14.00
AG17	Economy Note Cards-Qty 20	\$ 10.75
AG18	Altrusa Mini-Flag	\$ 7.50
AG20	3/4" Seals-Qty. 100	\$ 10.90
AG21	1" Seals-Qty. 100	\$ 11.55
AG22	3" Seals-Qty. 25	\$ 8.80
AG22W	3" Seals (front adhesive)-Qty. 25	\$ 8.80
AG23	3" Foil Decal	\$ 2.10
AG24/18	Altrusa Road Sign-18"	\$ 94.55
AG24/30	Altrusa Road Sign-30"	\$ 128.90
AG27	Altrusa Banner	\$ 96.60
AG27LT	Banner Lettering-per character	\$ 7.00
AG28	1-1/2" Magnetic Brass Emblem	\$ 3.80
AG29	Paper Clip-pierce emblem	\$ 2.75
AG33	Bumper Strip	\$ 1.95
AG34	2-1/2" Auto Emblem	\$ 3.50
AG36	License Plate	\$ 4.50
AG37	License Plate Frame	\$ 6.15
AG38	Playing Cards-2 decks per set	\$ 12.50
AG39	Economy Key Ring	\$ 1.30
AG42	7" Pewter Letter Opener	\$ 21.60
AG44	Luggage Tag	\$ 2.75
AG45	Deluxe Luggage Tag-Engraveable	\$ 15.90
AG46	3" Embroidered Patch	\$ 5.10
AG47	Sport Visor-Blue fabric	\$ 7.25
AG48	Lined Jacket-blue nylon, SM-XL, specify size.	\$ 44.80
AG48	Lined Jacket-blue nylon, XXL, specify size.	\$ 50.25
AG49	Classic Sport Shirt-blue 50/50, SM-XL, specify size.	\$ 29.80
AG49	Classic Sport Shirt-blue 50/50 XXL, specify size.	\$ 35.20
AG50	T-Shirt-pale blue 50/50, SM-XXL, specify size.	\$ 15.60
AG51	2-pocket Apron	\$ 12.65
AG52	Tote Bag	\$ 14.00
AG53	Umbrella	\$ 36.80
AG55	Mug-white porcelain	\$ 7.50
AG56	Coffee Cup-glass pedestal	\$ 6.60
AG57	Beverage Cooler-blue foam	\$ 4.35
AG58	Beverage Opener	\$ 2.50
AG59/6	Dessert Plate-Qty. 125	\$ 22.10
AG59/9	Dinner Plate-Qty. 125	\$ 35.40
AG60	Walnut Gavel-Altrusa/Astra	\$ 25.30
AG61	Engraving Band for AG60	\$ 4.40

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AG63	Walnut Sounding Block-Altrusa/Astra	\$ 25.30
AG64	Rosewood Gavel	\$ 52.15
AG65	Engraving Band for AG64	\$ 4.70
AG66	Rosewood Sounding Block	\$ 49.50
AG70/01	Ring Binder-1" capacity	\$ 9.85
AG70/03	Ring Binder-3" capacity	\$ 15.75
AG71	Ring Binder-5-1/2"x 8-1/2"	\$ 8.90
AG72	Portfolio-8-1/2"x11"	\$ 9.85
AG73	Underarm Case-legal size	\$ 9.50
AG74	6-Ring Binder-7"x4-3/4"	\$ 10.15
AG76	Business Card File-holds 48 cards	\$ 11.30
AG77	Dictionary-brown cover	\$ 4.50
AG79	Eye Glass Case-blue vinyl	\$ 6.50
AG80	Guest Book-600 name capacity	\$ 21.35
AG80RE	Refill-additional 300 name capacity	\$ 5.45
AG83	Mug-blue ceramic	\$ 12.90
AG84	Thermal Travel Mug-14oz.Stainless	\$ 8.80
AG86P	Greeting Card (blank)-Qty 50	\$ 24.20
AG86V	Greeting Card (verse)-Qty 50	\$ 24.55
AG97	Stand Up Clock-quartz	\$ 22.25
AG103	7" Bud Vase	\$ 25.00
AG110	Business Card Case-solid bass	\$ 19.50
AG111	Compact with Mirror-solid brass	\$ 18.15
AG119	Tote Bag	\$ 13.40
AG120	Garment Bag	\$ 41.80
AG125	Deluxe Tote Bag	\$ 18.40
AG130	AD-Clip-1/2" capacity	\$ 2.90
AG131	Magnetic Address Book-hold 200	\$ 3.20
AG132	Bookmark-blue satin	\$ 1.95
AG133	Business Card Case-Plastic	\$ 3.80
AG134	Lapel Tac-molded plastic	\$ 0.90
AG136	Paper Clip Dispenser	\$ 3.65
AG138	Pot Holder	\$ 3.40
AG140	Golf Balls w/Emblem-set of 3	\$ 13.75
AG141	5 Tees and 1 Marker-set	\$ 2.70
AG142	"Gotcha" Distance Marker	\$ 8.40
AG143	Sport Towel	\$ 6.40
AG144	Rolodex Card Punch	\$ 7.40
AG150	Styrofoam Cup-Qty 25	\$ 7.30
AG151	Punch Cup-Qty. 25	\$ 7.15
AG152	Drinking Cup-Qty. 25	\$ 7.80
AG153	Table Cover	\$ 19.60
AG154	Post-it-Note Pad-50 sheets	\$ 2.00
AG155	Altrusa Nation's Mini-Flag Set	\$ 110.40
AG156	Individual Country Mini-Flag (specify)	\$ 4.15
AG157	United Nations Mini-Flag	\$ 4.15
AG160	Altrusa Flag	\$ 62.25
AG161	Deluxe Altrusa Flag w/Fringe	\$ 92.65
AG164	Sweatshirt-white w/blue emblem, LG-XL, specify size.	\$ 38.10
AG164	Sweatshirt-white w/blue emblem, XXL, specify size.	\$ 44.60
AG165	Sweatshirt-blue w/white emblem, LG-XL, specify size.	\$ 39.45
AG165	Sweatshirt-blue w/white emblem, XXL, specify size.	\$ 46.00
AG166	Sweatshirt-blue Altrusa International, LG-XL, specify size.	\$ 39.45
AG166	Sweatshirt-blue Altrusa International, XXL, specify size.	\$ 46.00
AG167	Sweatshirt-white Altrusa International, LG-XL, specify size.	\$ 38.10
AG167	Sweatshirt-white Altrusa International, XXL, specify size.	\$ 44.60
AG170	Flashlight/Flasher	\$ 9.10
AG171	Goblet	\$ 9.15
AG172	Mouse Pad	\$ 17.90
AG173	Wrist Rest	\$ 9.50
AG174	Handy Velcro Closure Pouch-3 1/2" x 5 1/2"	\$ 5.45

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AG175	Custom Imprinted White Porcelain Mug-Altrusa emblem (round) imprinted on one side.		
		<i>One Time Set Up Charge</i>	\$ 27.50
		<i>6 to 11 Pieces</i>	\$ 13.15
		<i>12 Pieces and Over</i>	\$ 10.95
AG175/2	Custom Imprinted White Porcelain Mug-Altrusa emblem (round) imprinted on one side and personalization on other.		
		<i>One Time Set Up Charge</i>	\$ 38.50
		<i>6 to 11 Pieces</i>	\$ 15.35
		<i>12 Pieces and Over</i>	\$ 13.00
AG176	Custom Imprinted White Porcelain Mug-Altrusa Logo (words & emblem) imprinted on one side.		
		<i>One Time Set Up Charge</i>	\$ 27.50
		<i>6 to 11 Pieces</i>	\$ 13.15
		<i>12 Pieces and Over</i>	\$ 10.95
AG176/2	Custom Imprinted White Porcelain Mug-Altrusa Logo (words & emblem) imprinted on one side, national flag of your choice on other.		
		<i>One Time Set Up Charge</i>	\$ 38.50
		<i>6 to 11 Pieces</i>	\$ 15.35
		<i>12 Pieces and Over</i>	\$ 13.00

*AG175 & AG176: These items are custom imprinted coffee mugs, personalization or international flag may be imprinted along with logo or emblem on one side or both sides of mug. The set up charge is based on customer provided artwork for personalization, photos may also be used to imprint onto mug. Any artwork done by our staff will be billed based on time spent. If you have any questions please call our office at 630-584-9414 8am to 5pm (CST) Monday through Friday.*

AJ100P	GEP	Altrusa Member Pin	\$ 11.50
AJ100T	GEP	Altrusa Member Tac	\$ 12.20
AJ101	GEP	Altrusa Member Stickpin	\$ 13.65
AJ102	GEP	Altrusa Member Charm	\$ 11.00
AJ103P	GF*	Altrusa President Pin	\$ 118.90
AJ103P/105	GF*	Altrusa President Pin with Gavel Guard	\$ 138.10
AJ103T	GF*	Altrusa President Tac	\$ 124.30
AJ103T/105	GF*	Altrusa President Tac with Gavel Guard	\$ 143.50
AJ014P	GF*	Altrusa Governor Pin	\$ 143.65
AJ104T	GF*	Altrusa Governor Tac	\$ 149.05
AJ105	GF*	Altrusa Gavel Guard	\$ 19.20
AJ106	GEP	Altrusa Member Guard	\$ 12.90
AJ106	GF*	Altrusa Member Guard	\$ 19.95
AJ107	GF*	Altrusa Member Brooch Pin	\$ 73.05
AJ108	GF*	Altrusa District Governor Guard	\$ 28.40
AJ109	GF*	Altrusa Past District Governor Guard	\$ 32.10
AJ110	GF*	Altrusa Past Dist. Governor Guard with number	\$ 42.25
AJ111P	GEP	Honorary Member Pin	\$ 13.75
AJ111T	GEP	Honorary Member Tac	\$ 14.50
AJ114	GEP	Key Chain with Member Charm	\$ 25.85
AJ116	GF*	18" Rope Chain	\$ 11.10
AJ116	SS*	18" Rope Chain	\$ 4.60
AJ117	GF	18" Single Link Chain	\$ 4.60
AJ117	SS	18" Single Link Chain	\$ 3.65
AJ120	GEP	Key Fob	\$ 15.50
AJ125	GF*	Double Link Bracelet	\$ 17.75
AJ125	SS*	Double Link Bracelet	\$ 15.30
AJ126	GEP	Medallion	\$ 13.95
AJ130/	GEP	Numeral Guard Series-Specify Year	\$ 17.60
AJ130/	GF*	Numeral Guard Series-Specify Year	\$ 31.65
		<i>Numerals Available: 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 years.</i>	
AJ131	GEP	District Officer Guard-Governor Elect	\$ 18.40
AJ131	GF*	District Officer Guard-Governor Elect	\$ 33.35
AJ132	GEP	District Officer Guard-1 <sup>st</sup> Vice Governor	\$ 18.40
AJ132	GF*	District Officer Guard-1 <sup>st</sup> Vice Governor	\$ 33.35
AJ133	GEP	District Officer Guard-2 <sup>nd</sup> Vice Governor	\$ 18.40
AJ133	GF*	District Officer Guard-2 <sup>nd</sup> Vice Governor	\$ 33.35
AJ134	GEP	District Officer Guard-Treasurer	\$ 18.40
AJ134	GF*	District Officer Guard-Treasurer	\$ 33.35

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AJ135	GEP	District Officer Guard-Secretary	\$ 18.40
AJ135	GF*	District Officer Guard-Secretary	\$ 33.35
AJ136	GEP	District Officer Guard-Director	\$ 18.40
AJ136	GF*	District Officer Guard-Director	\$ 33.35
AJ137	GEP	District Officer Guard-Committee	\$ 18.40
AJ137	GF*	District Officer Guard-Committee	\$ 33.35
AJ138	GEP	Club Officer Lapel Pin-President Elect	\$ 31.25
AJ138	GF*	Club Officer Lapel Pin-President Elect	\$ 65.50
AJ139	GEP	Club Officer Lapel Pin-1 <sup>st</sup> Vice President	\$ 31.25
AJ139	GF*	Club Officer Lapel Pin-1 <sup>st</sup> Vice President	\$ 65.50
AJ140	GEP	Club Officer Lapel Pin-2 <sup>nd</sup> Vice President	\$ 31.25
AJ140	GF*	Club Officer Lapel Pin-2 <sup>nd</sup> Vice President	\$ 65.50
AJ141	GEP	Club Officer Lapel Pin-Treasurer	\$ 31.25
AJ141	GF*	Club Officer Lapel Pin-Treasurer	\$ 65.50
AJ142	GEP	Club Officer Lapel Pin-Secretary	\$ 31.25
AJ142	GF*	Club Officer Lapel Pin-Secretary	\$ 65.50
AJ143	GEP	Club Officer Lapel Pin-Director	\$ 31.25
AJ143	GF*	Club Officer Lapel Pin-Director	\$ 65.50
AJ144	GEP	Club Officer Lapel Pin-Committee Chair	\$ 31.25
AJ144	GF*	Club Officer Lapel Pin-Committee Chair	\$ 65.50
AJ145	GEP	District Officer Lapel Pin-Governor Elect	\$ 31.25
AJ145	GF*	District Officer Lapel Pin-Governor Elect	\$ 65.50
AJ146	GEP	District Officer Lapel Pin-1 <sup>st</sup> Vice Governor	\$ 31.25
AJ146	GF*	District Officer Lapel Pin-1 <sup>st</sup> Vice Governor	\$ 65.50
AJ147	GEP	District Officer Lapel Pin-2 <sup>nd</sup> Vice Governor	\$ 31.25
AJ147	GF*	District Officer Lapel Pin-2 <sup>nd</sup> Vice Governor	\$ 65.50
AJ148	GEP	District Officer Lapel Pin-Treasurer	\$ 31.25
AJ148	GF*	District Officer Lapel Pin-Treasurer	\$ 65.50
AJ149	GEP	District Officer Lapel Pin-Secretary	\$ 31.25
AJ149	GF*	District Officer Lapel Pin-Secretary	\$ 65.50
AJ150	GEP	District Officer Lapel Pin-Director	\$ 31.25
AJ150	GF*	District Officer Lapel Pin-Director	\$ 65.50
AJ151	GEP	District Officer Lapel Pin-Committee Chair	\$ 31.25
AJ151	GF*	District Officer Lapel Pin-Committee Chair	\$ 65.50
AJ155	GEP	Ribbon Holder	\$ 13.50
AJ202	GEP	American Flag Tac w/Altrusa International	\$ 8.75
AP11		Appreciation Award Plaque (Engraving Additional)	\$ 91.30
AP12		Merit Award Plaque (Engraving Additional)	\$ 47.60
AP13		Tile Plaque (Engraving Additional)	\$ 35.50
AP16		President Plaque (Engraving Additional)	\$ 50.45
AP17		Secretary Plaque (Engraving Additional)	\$ 50.45
AP18		Treasurer Plaque (Engraving Additional)	\$ 50.45
AP19		Deluxe President Plaque (Engraving Additional)	\$ 120.25
AP20		Deluxe Secretary Plaque (Engraving Additional)	\$ 120.25
AP21		Deluxe Treasurer Plaque (Engraving Additional)	\$ 120.25
AP22		Blank Certificate	\$ 0.75
AP23		Standard Certificate	\$ 1.30
AP24		Guest Speaker Certificate	\$ 1.30
AP26		Special Plaque-7"x9" (Specify Copy-Engraving Additional)	\$ 48.60
AP28		General Recognition Plaque-7" x 9" walnut veneer board, changeable copy on individual nameplate and title, all other copy repetitive.	
		1 Plaque	\$ 50.60
		2 to 5 Plaques	\$ 36.50
		6 to 11 Plaques	\$ 27.95
		12+ Plaques	\$ 24.90

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AT100	GEP	Astra Membership Pin	\$ 10.25
AT102	GEP	Astra Membership Charm	\$ 9.25
AT160		Astra Flag-36" x 60"	\$ 58.20
AT161		Astra Deluxe Flag with Gold Fringe-36" x 60"	\$ 86.60
AT170		7"x9" Solid Walnut Board with Satin Brass Plate. Plate etched with Astra emblem & title (please specify.) The AT170 can also be personalized with up to 4 lines of additional copy.	\$ 48.60
AT179		7"x9" Solid Walnut Board with Satin Brass Plate Plate etched with Astra emblem. This "Appreciation Award" has space for up to 6 lines of optional copy on either a Vertical or Horizontal layout.	\$ 48.65
AT201		T-shirt 50/50 Blend with Astra Imprint, SM-XL, specify size.	\$ 11.25
AT202		Shorts 65/35 Blend, Elastic w/Astra Imprint, SM-XL, specify size.	\$ 15.85
AT203		Sweatshirt 50/50 Blend w/Astra Imprint, SM-XL, specify size.	\$ 24.20
AT211		Tote Bag-21"x15" Nylon w/Shoulder Strap	\$ 9.40
AT220		Decal-3" Mylar, Gold w/Blue Emblem -each	\$ 1.40
AT220		Decal-3" Mylar, Gold w/Blue Emblem-dozen	\$ 14.45
AT221		Ballpoint Pen, Gold Imprint on Blue Barrel-each	\$ 1.00
AT221		Ballpoint Pen, Gold Imprint on Blue Barrel-dozen	\$ 10.00
AT273		Portfolio-Blue w/White Imprint	\$ 10.15
AT273RE		Refill-Pkg. of 3 8-1/2"x11" 100 Ruled Sheets	\$ 3.60
AW21		Economy Ball Point Pen	\$ 1.00
AW23		Sheaffer White Dot Pen-w/Pouch	\$ 30.80
AW24		Cross Pen & Pencil Set	\$ 101.20
AW26		Highlighter-Florescent Blue	\$ 3.40
AW28		Pencil-Click Style	\$ 2.50
AW29		Combo-Black Felt-Tip/Yellow Highlighter	\$ 2.50
AW34		Desk Set	\$ 45.65
AW36		Pilot Ball Point Pen w/Comfort Grip	\$ 11.25

**NOTE:**

*All printed materials and club supplies are still obtainable from:*

**ALTRUSA INTERNATIONAL, INC.**  
**332 S. MICHIGAN AVENUE, SUITE 1123**  
**CHICAGO, IL 60604**  
**(312) 427-4410**  
**[www.altrusa.com](http://www.altrusa.com)**  
**[altrusa@altrusa.com](mailto:altrusa@altrusa.com)**



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# GENERAL ORDERING INFORMATION

## CLAIMS:

1. Report any damaged shipment TO THE CARRIER IMMEDIATELY!
2. Notify *Doc Morgan Inc.* within 15 days after receipt of shipment regarding any claim, damaged or missing items.
3. RETAIN CARTON for claims inspection or settlement.

## INSPECTION OF DELIVERED PACKAGES:

1. Carefully inspect entire contents of carton promptly after receipt of shipment.
2. Observe labels and enclosed shipping ticket, as either "COMPLETE" or "PARTIAL" will be indicated.
3. Search thoroughly before assuming an article to be missing.
4. Observe for any indication of "Damage" or "Pilferage".

## NORMAL SHIPPING SCHEDULE:

1. Regular stock items will ship within 2 to 3 weeks from receipt of order accompanied by all necessary information.
2. Eight (8) weeks should be allowed for any manufactured items requiring elaborate personalization, titles, club names or other special copy.
3. Orders will often be shipped ahead of schedule, however, due to fluctuation in seasonal demand and production commitments, normal schedule should be allowed.
4. Rush orders required in less than seven (7) working day, please contact our office for additional charges.

## PARTIAL SHIPMENTS:

1. When certain merchandise is requested in advance of normal shipping schedule, partial shipments will be made only when an additional basic shipping fee has been received to help defray costs.
2. When the normal delivery schedule for all items on a given order has passed and some item(s) remain unavailable, a partial shipment will be made *when requested* without additional fee.

## RETURNS:

Returns of merchandise (for reasons other than defects in materials and workmanship) *will not be accepted without prior authorization, and are subject to a 20% restocking charge.*

## TERMS:

Prepayment preferred to expedite orders. Open account privilege will be allowed to established accounts, and billed to Club President or Treasurer only, based on Net 30 days with 1-1/2% per month on all past due amounts. Open account privilege will be suspended on any account over 45 days past due. Open account billings under \$25.00 will incur an additional \$5.00 handling charge. VISA/MASTERCARD available for \$50.00 minimum purchase.

## WARRANTY:

All goods are guaranteed against defects in workmanship and material for a period of one (1) year from date of shipment. Any product of ours considered to be defective or in need of repair should, be returned to us promptly. A defective article will be repaired or replaced without charge. A nominal charge may be quoted for the repair or replacement of a damaged article, including stones, providing that it was originally purchased from us. We cannot be responsible for the alteration or repair of our merchandise by others.

WE RESERVE THE RIGHT TO SUBSTITUTE PRODUCT OF EQUAL OR GREATER VALUE IN THE EVENT THAT AN ITEM BECOMES UNAVAILABLE, WITHOUT PRIOR NOTIFICATION.

## PRICES:

Prices are subject to change without notice. Although we will endeavor to hold all prices as long as economically possible, all precious metal items may fluctuate on a day to day basis according to the world metal market.

## JEWELRY QUALITY EXPLANATION: (\*SURCHARGE APPLIES)

GEP	Gold Electroplate (normally 23 or 24K finish)	GF*	Gold Filled, a lamination of at least 10K gold at least 1/20 <sup>th</sup> by weight (all our GF emblems are 1/10 10K)
RPNS	Rhodium Plate, a silver appearing element Impervious to tarnish	SS*	Sterling Silver (normally w/tarnish resistant Rhodium finish)
SP	Silver Plate, normally with oxidized background	10K*	A solid consistency of 10K gold
ST	Stainless Steel	14K*	A solid consistency of 14K gold

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