



Memorabilia and Gifts Order Form

Alumni Association

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			Personalization Subtotal	
General Merchandise Sales tax Minnesota 8.125%; no tax in MN on ties, scarves, socks and hats				
Shipping & handling: Continental U.S. \$13.50 AK, HI, **U.S. territories and Canada \$40 Other countries \$70				
Chairs, Lamps Sales tax Minnesota 8.125%				
Shipping & handling: add for each lamp or chair ordered • AZ, CA, CO, ID, MT, NV, NM, OR, TX, UT, WA • All other states in 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 <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover	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
Address (Street, City, State/Province, ZIP/Postal Code)	
Country	Email

Email or mail form to:
 mayoalumni@mayo.edu
 Mayo Clinic Alumni Center
 Siebens 7
 200 First Street SW
 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, 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.

- Email: mayaolumni@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 7
 200 First Street SW
 Rochester, MN 55905

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

** U.S. territories: American Samoa, Guam, Marshall Islands, Micronesia, Northern Mariana Islands, Palau, Puerto Rico, U.S. Virgin Islands.