ORDER FORM

Townsends

ORDER TOLL FREE: 800.338.1665
Monday - Friday, 9am to 5pm (Eastern)
INFORMATION: 574.594.5852
WEB ADDRESS: www.townsends.us
FAX: 574.594.5580

Mail Orders To:
Townsends
P.O. Box 415
Pierceton, IN 46562-0415

We accept **MasterCard**, **Visa**, **American Express**, **Discover**, and **PayPal** for telephone orders. We ship by **UPS**, **FedEx**, and **USPS** in the United States.
We cannot honor prices from a previous year's catalog. We strongly suggest calling or checking the website to verify prices and totals before mailing your order.

PLEASE LET US KNOW IF YOU HAVE A DELIVERY DEADLINE AND CALL US IF YOU NEED EXPEDITED SHIPPING!

MAILING ADDRESS:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE NUMBER ( ) _____

EMAIL _____

SHIPPING ADDRESS: (if different from mailing address)

NAME _____

ADDRESS 1 _____

ADDRESS 2 (Building/Apt. #) _____

CITY _____ STATE _____ ZIP _____

To prevent delays in shipment,
PLEASE INCLUDE DAYTIME TELEPHONE NUMBER ( ) _____

PAYMENT METHOD: Please do NOT send cash or credit card information through the mail.

☐ Check ☐ Money order ☐ Credit card ☐ PayPal

FOR OFFICE USE

Your daytime phone number:

( )

If you wish to pay for your order by credit card or PayPal, please include your daytime phone number so we may call you for your payment information. Credit card and PayPal orders can also be placed online at **www.Townsends.us**.

FOR FOREIGN ORDERS: We accept MasterCard, VISA, American Express, Discover Card, and PayPal payments, or International Postal Money Orders in US Dollars. Please supply your email address so that we may quote the available shipping classes and fees before charging or shipping your order.

ITEM NO.	QUANTITY	ITEM NAME	CLOTHING MEASUREMENTS Visit **measuringadvice.com** for measuring instructions.	COLOR CHOICE	PRICE EACH	TOTAL PRICE
					ORDER AMOUNT	
IF TAX-EXEMPT, INCLUDE TAX EXEMPT ID# HERE:					STATE SALES TAX (See Chart Below Right)	
					SHIPPING & HANDLING CHARGE TOTAL (See Chart Below Left)	
Please call us if you want us to quote your order before you prepare your check or money order.					TOTAL AMOUNT	

GIFT CERTIFICATES

Our Gift Certificate is available in any amount of $5.00 or more. You will receive a numbered Gift Certificate and our current catalog with instructions for redeeming the certificate. No sales tax applies, but a $3.00 processing fee is assigned for certificates mailed to U.S. addresses. International 1st-Class Mail fees will apply to certificates mailed outside the U.S. Our Free Shipping offer applies only to Gift Certificate redemptions and not to the purchase of Gift Certificates.

CT-100 $Amount + $3.00(postage)

SHIPPING & HANDLING AND INSURANCE

The following guide for shipping costs are for delivery in the 48 contiguous states only – Please add to your order accordingly:

For orders under $50.00:.....$7.00
For orders $50.00 & over:..... FREE
For orders to AK, HI, or outside the U.S.: contact us

RESIDENTS OF THESE STATES MUST ADD STATE AND LOCAL SALES TAX FOR ORDER TO BE PROCESSED:

Connecticut, Illinois, Indiana, Michigan, Minnesota, New York, North Carolina, Ohio, Virginia, Wisconsin

ALL PRICES AND PRODUCT AVAILABILITY SUBJECT TO CHANGE WITHOUT NOTICE

REVISED
OCTOBER 9, 2017

RETURNS & EXCHANGES

FOR RETURNS VIA GROUND SHIPMENT:
Townsends
133 North First Street
Pierceton, IN 46562

FOR RETURNS VIA U.S. MAIL:
Townsends
P.O. Box 415
Pierceton, IN 46562-0415

Townsends

Satisfaction is guaranteed.

If an item does not fit or if it isn't what you were looking for, you may return it for a refund or exchange within 30 days. Returned products must be neatly packaged and insured for your protection. Product returned after 30 days or returned in less-than-new condition may be rejected or subject to a restock fee which will be determined on a case-by-case basis. Items which have been washed or altered in any way are not returnable. We do not refund shipping charges. Please include the name and billing address of the person or organization which placed the order. Include a daytime phone number and/or an email address so that we may contact you during regular business hours if we have questions about the return. Include a completed Return & Exchange Form or a note explaining the reason for the return. You may call us before returning an item if you have questions about the return process.

Complete this form and send it in the package with the items you are returning. If possible, include a copy of your Packing List.

If you have any questions concerning an item you have received, call us on our information line: (574) 594-5852.

PLEASE PRINT CLEARLY

Name: _____

Name of Organization: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ ZIP: _____

Daytime Phone Number: _____

Email Address: _____

CHECK ONE

☐ Return
☐ Exchange

Payment Method Used for Order in Question: ☐ Check ☐ Money order ☐ Credit card ☐ PayPal

Please give a brief explanation of this return and provide a list of items you are returning: