



LOST RING PROGRAM

<u>OFFICE USE</u>
ORDER # _____
SCHEDULE _____

Contact Us: 877-454-7231

The Lost Ring Program (LRP) is designed to help you obtain a replacement ring if your class ring is lost or stolen. The LRP is in effect for your original ring only, and can be used one time. Coverage is available for five years from the date of purchase. For rings purchased after January 1, 2014, a claim cannot be filed within the first 30 days of receipt of ring.

The replacement ring will be manufactured using the same specifications as your original ring. If a diamond or other precious stone was originally supplied; a non-precious stone of your choice will be substituted unless you choose to pay for the replacement of the original stone. Orders will be processed upon receipt of claim and payment. Please allow six to eight weeks for delivery.

In order to process your LRP claim, please complete the form and return it to the address listed below.

How, where and on what date did the loss or theft take place? _____

Has a police report been filed? Yes No If yes, please attach a copy of the report to this form.

School Name: _____ Date of Purchase: _____ Original Order #: _____

Name on original order: First Name _____ MI: _____ Last Name _____

Shipping Address: _____ Apt # _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____ (For Shipping Notification)

Payment Method – U.S. DOLLARS: (Please do not send cash. Your local state sales tax is required, along with a \$15.00 shipping and handling fee.)

Check: Money Order: **(MAKE CHECK PAYABLE TO HERFF JONES)**

VISA: MASTERCARD: DISCOVER: AMEX:

Cardholder's Name: _____

Cardholder's Billing Address: _____

Credit Card Number: _____

Expiration: MM/YY ____ / ____ Amount to Charge: _____

Cardholder's Signature: _____

*Due to fluctuations in the gold market, all rings may be subject to a taxable surcharge

**Any cancellations will forfeit a manufacturing fee of \$100.00

***PAYMENT IN FULL REQUIRED WITH REQUEST

Mail to: **ATTN: Herff Jones College Division**
LRP Department
4601 W 62nd St
Indianapolis, IN 46268

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