



# 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 only for your original ring, and can only be used one time. Coverage is only available for four years from the date of purchase. A claim cannot be filed within the first 30 days from receipt of ring for rings purchased after January 1, 2014.

- 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 6 to 8 weeks for delivery.
- Contact a Ring Product Specialist for replacement cost.
- In order to process your LRP claim, please fill out the form completely and return it to the address listed below with payment in full.

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 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**

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Mail to: **ATTN: Herff Jones College Division** **Contact Us: 877-454-7231**  
**LRP Department**  
**4719 W 62<sup>nd</sup> St**  
**Indianapolis, IN 46268**