

INSTRUCTIONS FOR ORDERING SUPPLIES

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## Terms: PAYMENT WITH ORDERS for all REGALIA

We ask for payment with Orders because it is economical to do so. We send supplies C. O. D.; if requested, when the order amounts to \$50.00 or more, but a deposit must accompany the order.

Mailing day: Friday

### HOW TO ORDER

1. Use order blank. Additional blanks will be sent free upon request.
2. Give your full name, post office, state and street number.
3. Give quantity and name of each article wanted and carry out the cost for entire Quantity of goods each kind ordered. Check these over to be sure you have no mistake in addition. Consult your price list before ordering.
4. Add the prices opposite each item and write down the total so you will be sure to send the right amount of money.
5. Always state the amount of money you enclose and send to pay for all goods ordered.

### HOW TO SEND MONEY

1. Send money by post office money order Express order, or check
2. Make your money order or check payable Grand Temple Dts. Of IBPOEW OF W
3. Do not send currency by mail unless in registered letter.

#### IF ORDERS DO NOT ARRIVE PROMPTLY

First, remember just when your order was sent and consider whether you have allowed a reasonable time for the goods to reach you.

Second, inquire at your post office. Packages may be too large for your postman to deliver and will arrive by parcel post.

### IF YOU MUST WRITE ABOUT YOUR ORDER

If you receive only one part of goods ordered, and sufficient time seems to have elapsed for all to arrive, tell us what goods you failed to receive, stating quantity ordered and date order was sent. If you do not receive any goods ordered, likewise state definitely just what was ordered, giving name and quantity of each item and date. In what form of remittance was made, whether Money Order, Check, etc. also order number.

### IF YOU MUST RETURN GOODS

If goods which you have not ordered have been sent to you by mistake, and must be returned, please send letter of explanation at the same time goods are returned, stating just what you are returning, and just what you wish in exchange, indicating in both cases, the exact item or items and quantity of each. This information will facilitate handling your complaint. Send letter of explanation and Order number to COMPLAINT DEPARTMENT.