

**OFFICE USE**

ORDER # _____

SCHEDULE _____

LOST RING PROGRAM

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, and can *only* be used one time. Coverage is available for six years from the date of purchase on 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 in full. Please allow 6 to 8 weeks for delivery.

- ☐ Contact a Ring Product Specialist for replacement cost. collegeringcs@herffjones.com OR 877.454.7231
- ☐ 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 #: _____

Finger Size: _____ Engraving: _____

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

Shipping Address: _____ Apt # _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ E-mail address: _____ (For Shipping Notification)

***Payment Method – U.S. DOLLARS: (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*: ☐

Cardholder's Name: _____

Cardholder's Billing Address: _____

Credit Card Number: _____

Expiration: MM/YY _____ / _____

Amount to Charge: _____

Cardholder's Signature: _____

**Please do not Email any credit card information. It will be blocked from receipt. Call 877.454.7231 after submitting form to provide credit card payment unless submitting by mail.*

**Due to fluctuations in gold market, all rings subject to a taxable gold surcharge.*

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

***PAYMENT IN FULL REQUIRED WITH REQUEST

Mail to: ATTN: Herff Jones College Customer Service
LRP Department
4719 W 62nd St
Indianapolis, IN 46268

Contact Us: 877-454-7231 or collegeringcs@herffjones.com