

Dear Secretary,

Enclosed is your 'MD201 Club Supplies Catalogue' for 2006/2007. We aim to handle your order as efficiently as possible; to accomplish this, we need your assistance. Please read the following information before placing orders.

Stock Items

All of the items listed in this catalogue are provided at savings that are made possible by purchasing in large quantities where possible. MD201 Council makes every effort to maintain the highest standards of quality and reliability. If the item you order is not available from this office it can be ordered on your behalf from the United States if you wish. Lions Clubs International in the United States will charge you for these items - the charges may include Customs & Sales Tax Costs together with Postage.

Returns

Within a reasonable amount of time unused items, excluding personalised and special ordered products, may be returned for exchange or credit (minus postage) to the National Office along with the original invoice or include a note indicating the reason for return, as well as your name, club name and related invoice number. Credit will be issued after the receipt of the returned merchandise in saleable condition.

Price Changes

This catalogue and pricing supersedes prior catalogues/ pricelists. It may be necessary to change prices on some items without notice; however this will not be done unless absolutely necessary.

Errors

Every effort is made to publish a catalogue that is accurate in every way. Should errors occur we reserve the right to make corrections. We will try to rectify errors and make changes in the subsequent catalogues.

Backorders

To keep you informed, discontinued or back-ordered items will be noted on the invoice which accompanies your order. Carefully review this invoice for any additional information. Back-ordered items will be shipped as soon as stock is available.

Order Processing

**** Please anticipate your needs and order as early as possible.**

Orders are processed within 5 working days. In April, May and June when supply orders increase dramatically, please allow an additional 5 working days for shipping. Adding to an existing order is difficult especially if a number of days have elapsed; therefore we ask that you place an additional order. If you fax your order, please do not also mail in the order - this will result in a duplication.

Award Presentations

To ensure delivery for award presentations in May or June please place your order in March. Providing us with the correct item number, description and quantity desired greatly helps in the prompt handling of your order. Items ordered together may be shipped separately due to availability or award items that require engraving.

Engraving

Engraving instructions should be typed whenever possible or printed clearly to eliminate costly interpretation errors and delays in processing. Retain a copy for your records. **We do not accept engraving instructions over the phone - please email, fax or mail it to us.** To facilitate the processing of your order, please allow 1 to 2 weeks for engraving and be sure to note the space limitations of item to be engraved.

Postage Charges

All orders are shipped using Australia Post and Express Post is available at an additional cost should your order require prompt delivery. With regard to New Member Kits, postage is calculated according to number of kits ordered and their destination.

Credit Cards

If you choose to place an order using a credit card, we only accept Visa or MasterCard. Be sure to provide the 16 digit credit card number, expiry date, the exact name as it appears on the credit card and signature.

Cash With Order

The Multiple District Council is offering a 5% discount for orders placed with this office on a cash basis. To attract this discount your cheque or credit card details must accompany the order. **Please make all cheques payable to "MD201 Council".**

On-Line Shop

Most items of Lions Merchandise are available for order through the "Lions Australia On-Line Shop". Please visit - www.lionsclubs.org.au and select 'On-Line Shop'.