

# Award Selection Form

Please print or type

## AWARD WINNER

Your Full Name: \_\_\_\_\_ S.S. #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ / \_\_\_\_\_

## SHIPPING INFORMATION

Name: \_\_\_\_\_

Street Address 1: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ / \_\_\_\_\_

This shipping address is a:  Business Address  Home Address

Special Instructions: \_\_\_\_\_

## MAIL THIS FORM TO:

OR, FAX TO: 773-890-0939

Company: **Award Headquarters**

Street: **2440 W. 34th Street**

City: **Chicago** State: **IL** Zip Code: **60608-5134**

## AWARD SELECTION

Quantity	Award Number	Description (Name, Size, Color, Style, etc.)

Note: Award Headquarters reserves the right to withdraw any offering or send to you an item of equal or better value than the one ordered. While every effort is made to ensure the accuracy of information in all award catalogs, we are not responsible for printing errors or omissions.

## POINT TRACKING

Pts. Accumulated	Pts. Used	Pts. Remaining

Customer #: \_\_\_\_\_ Customer Code: \_\_\_\_\_

P.O. #: \_\_\_\_\_ Validation Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By (If Required): \_\_\_\_\_ Date: \_\_\_\_\_

## Ordering Information:

- Please print or type your order.
- Include your complete street address, zip code and daytime telephone number.
- Please furnish a street address, since deliveries cannot be made to P.O. boxes.
- Be sure to include the award number and description. If required, please indicate the size and color.
- The name of the awarding company must appear on the Award Selection Form.

## Award Inquiries:

If you have any questions about your award, please call our customer service department at

### Award Headquarters

**1-800-621-4112**

When you call, please have the following information ready:

- Your name, address and telephone number as it appears on the Award Selection form.
- The awarding company's name.
- The approximate date of the order.
- The award number and merchandise description.

## Defective and Damaged Merchandise:

### Shipment of Merchandise

Merchandise will be shipped as promptly as possible from our warehouse or directly from the manufacturer. Your merchandise is guaranteed to be delivered in good condition. Please note that individual items may arrive at different times.

### Defective Merchandise

If the merchandise is initially defective (not due to damage in transit), call the customer service department immediately. They will arrange for an adjustment, a replacement or a warranty repair

### For UPS or Parcel Post Shipments

Call the customer service department immediately to explain the nature and extent of the damage.

### For Freight or Express Shipments

- Note any shortages or evidence of damage on your copy of the bill of lading.
- Have the driver sign it.
- Contact the transportation company immediately (even if the damage is discovered after the receipt of the shipment).
  - Request that a damage report be made within 48 hours.
  - Secure the name of the person to whom the damage was reported.
- Notify our customer service department immediately, noting:
  - The awarding company.
  - The award description.
  - The name of the transportation company.
  - The bill of lading number.
  - An explanation of the loss or damage.
  - The name of the person to whom it was reported.

**Returned merchandise will not be accepted without prior authorization from Award Headquarters customer service.**