



# District 8 Toastmasters



## Toastmasters Gift Certificate - Redemption Procedure

The Toastmasters Gift Certificate looks like this:

<b>TOASTMASTERS</b> INTERNATIONAL	
\$25	Gift Certificate
Presented to: _____	
From: _____	
Club Number: _____	District Number: _____
Date: _____	
<small>Redeemable for merchandise in the Toastmasters International Store (<a href="http://www.toastmasters.org/shop">www.toastmasters.org/shop</a>) only. To redeem, mail this certificate to Toastmasters International World Headquarters along with your order for materials and check or credit card information if certificate does not cover entire order. Gift certificates are not valid at district stores.</small>	
 _____ Chief Executive Officer	
Item 6634	

As explained in the bottom left corner,

Redeemable for merchandise in the Toastmasters International Store ([www.toastmasters.org/shop](http://www.toastmasters.org/shop)) only.  
To redeem, mail this certificate to Toastmasters International World Headquarters along with your order for materials and check or credit card information if certificate does not cover entire order. Gift certificates are not valid at district stores.

- Gift Certificates cannot be used at District Stores
- Can only be used to make purchases from the Toastmasters International Shop.

In addition:

- **Gift Certificates cannot be used to purchase educational paths.**

Process to redeem a Gift Certificate, during purchases:

1. Product Order Form:
  - Please download the [Product Order Form](#) from [Toastmasters.org](http://Toastmasters.org), and print a copy of it.
2. Selecting Items:
  - Login to [Toastmasters.org](http://Toastmasters.org)
  - Select the item(s) and add to cart
  - Go to the checkout page, where you can see all the items in the cart, its price, tax and shipping costs.  
**Please do not process the order.**
  - Copy the details from the checkout page to the Product Order Form that you downloaded/printed in step 1.

For any additional clarification, please call TI's Supply Orders team @ 720-439-5050 extn: 406



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### 3. Payment:

- Ensure that the payment information is provided on the Product Order Form.
- Make a note of all the number(s) of the Gift Certificate(s) you will be using with this order, for future reference.
- If the gift certificate doesn't cover the whole cost, the remaining amount should be covered by one of the following options:
  - Providing Credit card information on the Product Order Form or by calling Supply Orders at Toastmasters International (Phone: 720 439 5050 ext:406)
  - Including Check should be included with the order.
- Please note that If the gift certificate amount is bigger than the order amount, Toastmasters International will reimburse you for the balance amount.
  - If the difference was bigger than \$5, the difference amount that could be covered in multiple of \$5 will be sent back to the individual who placed the order. The mailing address on this individual's Toastmasters profile will be used to send back these gift certificates. If you prefer a different mail address to receive the gift certificates for the remainder amount, please mention that while placing the order.
  - After sending the amount possible in multiples of \$5, the remainder will be credited to the profile of the individual who placed that order.

*Example:*

<i>Order amount</i>	<i>: \$17.34</i>
<i>Gift certificates sent</i>	<i>: \$25</i>
<i>Balance</i>	<i>: \$7.66</i>

*In this scenario, TI will send a gift certificate for \$5 to the ordering individual's address and assign a credit of \$2.66 to his/her profile, for future use.*

Information about any such credits CANNOT be seen on the Individual's Toastmasters profile, but the individual will be getting an email with the order number and the outstanding credit. Save this email, and reference it to use this credit amount. The same individual will have to contact Toastmasters International to place an order, using the credit on his/her profile.

### 4. Placing the order:

- Send the following to the [Mailing and Shipping Address](#) mentioned on the Contact Us page of Toastmasters.org
  - Product Order form
  - Payment information (Check/Original Gift Card(s)/Credit Card information or instructions on how Supply Orders team can collect it from you)
  - Any extra information needed to fulfill customization of any items

*For any additional clarification, please call TI's Supply Orders team @ 720-439-5050 extn: 406*