

ORDERING INFORMATION

HOW TO PLACE YOUR ORDER

There are four convenient ways to place a rosary parts order with Lewis & Company.

- **ONLINE** – We now have secure online ordering available on our website at **www.rosaryparts.com**. You can shop for rosary parts on our site, place them in our new shopping cart and then check out with a credit card when you are finished shopping. And the online store is open 24 hours a day, 7 days a week. We ship Monday through Friday.
- **MAIL** - Send your order and check or credit card to Lewis & Company, P. O. Box 268, Troy, NY 12181
- **TELEPHONE** - Call us at 518-720-3000 or toll free 800-342-2400 and charge to either Mastercard, VISA, Discover or American Express
- **FAX** - Fax us at 518-720-3004 and charge to either Mastercard, VISA, Discover or American Express



TERMS

To avoid bookkeeping and credit expense, we ask that all orders be accompanied by remittance in full. If the order is for only a few dollars, you are taking practically no risk of loss if you enclose bills in one of our reply envelopes. However, we do not advise the sending of more than ten dollars in cash. We have received orders by ordinary mail accompanied by as much as forty dollars in bills. We most certainly do not recommend any such wholesale trust in human nature.

To the Reverend Clergy and the Religious, as well as any recognized Catholic organization, we offer credit and will be glad to open thirty-day accounts. However, on orders of less than ten dollars, cash will be appreciated.

DISCOUNTS

On orders from \$75.00 to \$149.99 we allow a discount of five percent. Orders over \$150.00 take a discount of ten percent.

Special Introductory offers (Kit and Pliers), are not subject to discount.

GUARANTEE

We guarantee everything purchased from us to be satisfactory in every respect. Anything which we ship may be returned for any reason - or for no reason at all - and we will refund the full price paid. For financial references write any bank in Troy or look us up in Dun and Bradstreet. We have been doing business with Churches, Church organizations and individuals since 1950.

ORDER ONLINE AT:
www.rosaryparts.com

QUANTITY PRICES

Our prices are wholesale; however, we also offer quantity discounts for larger orders.

With only a few exceptions, all of the items in this catalog may be purchased in dozen lots at a considerable savings. This savings consists of pricing a dozen of an article at only eleven times its unit price.

For instance, if a Crucifix lists at \$2.50, a dozen will cost you \$27.50. If a package of 60 beads is priced at \$2.75, a dozen packages (assorted colors if you wish), will cost you \$30.25.

This reduction means a savings of over eight percent. You also, of course, receive an additional discount if your order amounts to \$75.00 or over as described previously.

The reduction on dozen quantities applies to everything we handle with the exception of Kits and Parts Units, which require expensive hand assembling on our part. If you can use a dozen Kits of one style or a dozen Parts Units of one size, you can save money by buying the parts in dozen quantities and assembling them yourself.

SHIPPING

We try to ship every order within 3 days. Most shipments are made by United Parcel Service. Packages weighing only a few ounces will be shipped by First Class Mail. There is a standard charge of \$7.95 per order for shipping. Any charges over that are paid by us in most cases. Under normal circumstances, you can expect to receive delivery of your order in four to five days, slightly longer for west coast customers.


FREE ENGRAVING

Nothing adds the personal touch to one of our Hand Made Rosaries, as much as having the user's initials engraved on the back of the Crucifix. Our well-equipped and computerized Engraving Department renders this service entirely Free of Charge on Sterling or Gold Crucifixes for 3 initials.

We will engrave - at the time of purchase only - the initials you specify on the back of most of our Sterling Crucifixes. We do the work on Crucifixes purchased separately or on those which are a part of our Kits.

Please understand that this is Engraving of the highest quality. It is not printing or stamping. Engraving will not delay shipment of your order. All work is done in our shop the same day (usually the same morning) your order reaches us.

As noted above, we engrave up to three initials without charge on Sterling Crucifixes. If you wish full names, dates, etc., we charge 40¢ per letter with the first three free. For instance, R.S. 3-17-98 would cost you \$1.60; there is no charge for punctuation marks. Engraving on base metal and pewter crucifixes is 40¢ for each letter-no letters free.

 PLEASE NOTE: We can only engrave on crucifixes, NOT centerpieces. Crucifixes shown in our catalog with this icon next to it CANNOT be Engraved.