



The following information must be accurately completed and received with your ring before your repair can be processed.

Mail this form and your payment to:

If using USPS:
The Citadel Alumni Association
Attention: Citadel Ring Office
171 Moultrie Street
Charleston, SC 29409-0001
Phone: (843) 953-7696

If using UPS/FedEx:
The Citadel Alumni Association
Attention: Citadel Ring Office
69 Hagood Avenue
Charleston, SC 29403
Phone: (843) 953-7696

RING RESIZE/REMAKE FORM

<i>For Office Use:</i>	
Eligible: N Y	CID: _____
Processed by: _____	Date Processed: ____/____/____
Payment Type: _____	CK # or CC Type: _____
Payment Amt: _____	Payment Date: ____/____/____
Delivered by: _____	Delivered Date: ____/____/____

Section 1: Personal Information

Full Name as it appears on your transcript / diploma: _____

E-mail address: _____

Street Address for Citadel Ring Shipment/Credit Card Billing (No P.O. Boxes): _____

Phone: (daytime) _____ (mobile) _____

Receive Text Updates About Your Repair? Yes No

City _____ State _____ Zip _____

Student Type: Corps of Cadets Non-Cadet

Class Year: _____

Citadel Ring Resizing/Remaking information including sizing instructions can be found online at: <http://CitadelAlumni.org/Ring>

Section 2: Type of Repair Needed

- Clean and Polish
- Resize Smaller - Size _____ (Half and whole sizes only)
- Resize Larger - Size _____ (Half and whole sizes only)
- Reantique
- Remake - Size _____
- Re - Engrave

Engraving:
Engraving changes are included with any resize if you desire it. Current engraving will not be altered when resizing. Text to engrave is required for remakes -current engraving will not be automatically re-engraved.

Line 1: _____
(Max 21 Characters including spaces)

Line 2: _____
(Max 21 Characters Male Ring, 16 Characters Female Ring)

Line 3: _____
(Max 12 Characters Male Ring, 10 Characters Female Ring)

Section 3: Citadel Ring Certification

Ring WILL NOT be ordered without a signature.

I certify that this ring will be for my own personal use, that I am eligible to wear it and that it is not being repaired for presentation to another individual or entity. I have read and understand the details found at <http://citadelalumni.org/ring> and have provided the correct sizing and engraving details (if applicable) in Section 2.

Signature: _____ Date: ____/____/____

Section 4: Pricing (All Prices in U.S. Dollars)

Included is a payment in the following amount for my Citadel Ring Repair: Ring Resize, Reantique or Re-engage: \$30 Ring Remake: \$100

Section 5: Method of Payment

- Charge the full amount due to my:
 - VISA
 - MasterCard
 - American Express
 - Discover
- Check or Money Order Enclosed
(Payable to CAA)

Credit Card Number: _____	Expiration Date: ____/____
Name on Card: _____	
Amount to be Charged: \$ _____	CVN #: _____
Signature: _____	

All Ring orders are subject to approval by The Citadel Alumni Association Ring Office. Please allow six to eight weeks for delivery. If picking up the Ring in The Citadel Alumni Office, you will be called or e-mailed upon its arrival. If the ring is shipped to you, it will arrive via UPS and will require a delivery signature. If you have questions, please e-mail megan@citadelalumni.org. Ring orders will not be accepted by e-mail.