



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

For Office Use:

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. If picking up the Ring in The Citadel Alumni Office, you will be called or e-mailed when it arrives. 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. Repair orders will not be accepted by e-mail.