

## **How to redeem gift certificates to the Toastmasters International Store**

- Go online to the [Toastmasters International website](#) and log in as a member. Then go through the process as if you were placing an order.
- Get to the checkout screen but do **NOT** process the order. Just print it (shipping fees will be included).
- Print a TI order form, fill out the top part and write "see attached" on it. (The order form can be downloaded from the left menu of Store webpages or from the D25 Promotions page.)
- On the back side, write out the customization information if you are ordering a badge or something engraved. (The webpage printout won't have that on it.)
- Mail a copy of the order along with the gift certificate(s) to:  
Toastmasters International, 9127 S. Jamaica Street, Suite 400, Englewood, CO 80112
- Keep a copy for yourself, along with a record of the gift certificate numbers.

Any balance due over what the certificates will cover can be handled by:

1. Including a check
2. Including credit card information
3. Including a note on how TI can contact you to provide your credit card information over the phone.

July 26, 2013

Process confirmed with Toastmasters International