

Grace Tea Company

Acton, Massachusetts 01720 Phone: (978) 635-9500 Fax: (978) 635-9701

www.gracetea.com



Name (please print) _ Street City State _____ Zip _____ E-Mail Telephone Your e-mail address will be used to notify you of shipping and to provide tracking information. We do not share your private information with any other company. Check this box if you would like to receive our email newsletter with notifications of new products and special sales: Unit/Price Qty. Size Pkg. Item Total Total Your Order Please enclose check or money order. Foreign orders in U.S. funds. We ship via United Parcel Service MA Residents add 6.25% sales tax for non-food items only and the US Postal Service (to P.O. boxes and foreign destinations). **Add Shipping & Handling (see chart) Should faster shipping service be desired, please contact us for costs. **Gift Orders from attached sheet Credit Card Orders see below. Customer Hours: Monday-Friday TOTAL ENCLOSED 9:00 a.m. to 4:30 p.m. Foreign Shipments: Grace Tea Company ships interna-To Calculate Shipping & Handling Charges: tionally thru the United States Postal Service. Delivery \$ 0-\$19.99 \$6.95 times will vary by destination, but most take between 5-\$20-\$39.99 \$7.95 10 days. International packages will be shipped by Prior-\$40-\$59.99 \$8.95 ity Mail International with the exception of low weight packages being sent to Canada and Mexico. These pack-\$60-\$79.99 \$9.95 ages will be sent by First Class International. Additionally, \$80-\$99.99 \$11.25 please note that free shipping on orders over \$100 does Over \$100.00 FREE*** not apply to orders shipping to international addresses. **Note! Shipping charges should be calculated separately for each delivery address when gift orders are placed. Additional postage will be charged for Foreign CREDIT CARD ACCOUNT NUMBER (all digits please) shipments. ***Free shipping applies within the contigu-ous U.S. states only! **EXPIRATION DATE** SECURITY CODE Signature (As It Appears on Your Credit Card)

Domestic Special Service Charges

We realize that there are times when your order is urgent. In response to customer requests, we are now offering the following Domestic Special Service options listed below. Please note that these charges are *in addition* to the regular shipping and handling fees.

- Next-Day UPS is available for an additional \$35.00 per delivery address.
- Second-Day UPS is available for an additional \$25.00 per delivery address.

If desired, please enter the appropriate amount in the "Domestic Special Service Charges" box on the front of this form. Special service charges apply only to orders shipped in the continental United States which total under \$100. We are unable to offer expedited shipping for orders shipped to Alaska, Hawaii, Puerto Rico or any international destinations. For domestic orders greater than \$100, actual expedited shipping charges will be charged. Please contact us directly for these calculations.

International Shipping

The Grace Tea Company ships internationally thru the United States Postal Service. Delivery times will vary by destination, but most take between 5-10 days. International packages will be shipped by **Priority Mail International** with the exception of low weight packages being sent to Canada and Mexico. These packages will be sent by **First Class International**. Please note that free shipping on orders over \$100 does not apply to orders shipping to international addresses.

Gift Orders

| Ship To: | |
|-----------------------------------|-------------------------|
| Street | |
| City | State Zip |
| Quantity Gift Description | |
| | Amount \$ |
| Quantity Gift Description | |
| | Amount \$ |
| Quantity Gift Description | |
| | Amount \$ |
| Quantity Gift Description | |
| | Amount \$ |
| Greetings to read: | |
| | |
| ☐ Ship for Christmas ☐ Ship Now ☐ | Ship to arrive Total \$ |