



# District 56

Serving Southeast Texas

## How to Redeem Your Toastmasters International Gift Certificates

Below is a short guide to help you redeem your gift certificates at Toastmasters International.

1. Download the [Product Order Form](#), fill out the top section (date, member number, phone, email address, shipping and billing address), and write/print “see attached” in the item order table.
2. Navigate to the [Toastmasters International Store](#), log in as a member, and then shop for the items as if you were placing an online order.
3. Add any Promotional Code(s) that’ll be applied to the order. **Note:** The gift certificate(s) is not a promotional code or discount, and it should **NOT** be applied to this section.
4. Once at the checkout screen, do **NOT** process the order. Simply print it from your web browser. This will include your final cost, including shipping fees.
5. **Note:** If you are placing a customized order (i.e., badge, plaque, etc.), write/print out the customization information on the online order sheet. The printout from the website will not include it.
6. For any balance due over what the gift certificate(s) value, you may do one of the following:
  - a. Include a check;
  - b. Include credit card information; or
  - c. Include a note to World Headquarters requesting them to call you for your credit card information. Be sure to include your phone number.
7. Should there be an overpayment with gift certificates in an amount greater than \$5.00, a refund would be issued back to the member in gift certificate form. Any amount less than \$5.00 would remain on the member’s record as a personal credit that can be utilized towards a future supply order request.
8. Mail the product order form, the printed Toastmasters International shopping order, and the Toastmasters International gift certificate(s) to Toastmasters International, 9127 S. Jamaica Street, Suite 400, Englewood, CO 80112. It is recommended to keep a copy for yourself.