

The Vendor is: **Grad Awards, LLC - PO's and subsequent checks must be made out to Grad Awards, LLC**

Placing an order: You may pay by credit card, check or purchase order.

To pay by check or purchase order, go to the online store and place an order using the manual check out. Once you have checked out, you will have an **order number** to reference when using a purchase order or check. You will also receive instructions on how to submit your check or purchase order. \* See "Important Notes" below.

To pay by credit card, go to the online store and place your order using the credit card check out. CSF / CJSF STORE WEBSITE: <https://www.csfstore.org> From the landing page select the appropriate adviser store button. This will take you to the guest sign in, enter the appropriate password. Link to request passwords: Store Password Request ([wufoo.com](http://wufoo.com))

\*It is not necessary to create an account at check out. You may continue to check out without creating an account. If you choose to do so, this account will save your information for future use. You will create your own password, using an email address you provide.

\*Please note that some school/district filters will not allow access to the site. Please consider using an offsite server as an alternative.

**\*\*IMPORTANT NOTES\*\***

Payment by credit card – We will begin processing your order shortly Payment By Check Order processing will begin with receipt of check payment. Checks payable to: GRAD AWARDS. Mail to: Grad Awards, 28241 Crown Valley Pkwy., F#229, Laguna Niguel, CA 92677 \*Please be sure to note your order number, adviser name, school name, and chapter number.

Ordering via a valid Purchase Order **Document**. Order processing will begin with receipt of a valid purchase order **document**. Email purchase orders directly to [csfcjsfstore@gmail.com](mailto:csfcjsfstore@gmail.com) All orders will be shipped to the SHIP TO address noted on the Purchase Order. \*Please be sure to note your order number, adviser name, school name, and chapter number on or along with the purchase order. Please include your order number in any correspondence.

The CSF Store W-9 may be found on the homepage of the CSF Store [www.csfstore.org](http://www.csfstore.org) or the CSF site under the STORE tab [www.csf-cjsf.org](http://www.csf-cjsf.org) If you have any questions, please feel free to email us at [csfcjsfstore@gmail.com](mailto:csfcjsfstore@gmail.com)