

Tom Stafford Private Signing Order Form

Hosted by the Astronaut Scholarship Foundation (ASF)

**** Artifact Arrival Deadline: April 1, 2014****

**Complete one copy of this form and include with artifacts.
An Item Description Form must also accompany each item.**

Sender Information:

First Name: _____ Last Name: _____

Address 1: _____

Address 2: _____

City: _____ State/Province: _____ Zip: _____

Country: _____ Phone: _____

Email (required): _____

Payment Information: Check Cash (U.S. Only) OR Visa MC AMEX Discover

Credit Card Number: _____ Exp.: _____

Billing Address (if different than shipping address): _____

Item Information:

Number of items included (Item Description Form must accompany each artifact): _____ Total Due: \$ _____

Signing Information:

- Items will be accepted from February 28 – April 1, 2014.
- Remove any loose items that are not being signed and do not mail them (i.e. book jackets, extra papers, etc).
- Items received after April 1, 2014 will be returned to sender unopened and unsigned.
- Patrons will be notified via email when items are received and when signed items are returned by ASF.
- Stafford reserves the right to refuse any item, for any reason (will be exercised in good faith).
- **ASF is not liable for damaged or lost items sent to its office or returned to patrons. We strongly suggest items be sent with signature confirmation and/or insurance.**
- Credit cards will be charged by the ASF when items are received.
- Items will be logged, tagged, and stored in a secured location until Stafford signs them.
- Stafford will sign all items in mid-April.
- Signed items will be returned to their owners via USPS priority mail by April 30, 2014 in the same packaging in which they were received (note the additional shipping and handling fees for heavy/oversized items).
- ASF strongly suggests that patrons choose to insure all signed items for return shipping.
- Only a portion of the proceeds are going to the ASF, so tax-deductible donation receipts cannot be issued.
- Signature fees are assessed by the astronaut and do not reflect the ASF.

I have read and agree to the rules as outlined here and to the charges indicated above (Total Due).

Signature: _____ Date: _____

Please mail this agreement, Item Description Form FOR EACH ARTIFACT, payment & items to:

**Astronaut Scholarship Foundation
Attn: Kristin "K2" Bunnell
Mail Code: ASF-1, Bldg. M6-409
Kennedy Space Center, FL 32899**

For more information, call: 321-449-4873