

## Important Information

# Fax Forms & Supplies Orders To 800.227.5990

You may also e-mail your order to:  
[central@parishdata.com](mailto:central@parishdata.com)

Or call: 800.892.5202

Or mail a copy of the form on page 17 and/or 18 to:  
180 Dunbarton Drive  
Florence, South Carolina 29501

### Remember to include:

- Full address for shipping
- Item # and description
- Quantity
- Color choice, where applicable

## ORDERING INFORMATION

### Imprinted Forms

Please print or type all details legibly. Custom art or logos should be sent by mail/e-mail for crisp printing.

### Shipping

All orders are shipped UPS. A full street address is required for delivery. Shipping costs will be added to your invoice. Surcharges will apply if Saturday delivery is requested. Client will pay original and reshipping fees for packages returned due to no one at location to receive packages.

### Reorders

Always reorder directly from Parish Data System. Notify us of any changes or corrections to be made to your church name, address, or other printed information.

### Delivery Time

Please allow 2-3 weeks for delivery. Rush orders must be received by 10 a.m. Eastern Time for same day processing.

### Billing

Your Parish Data System account will be billed for your order. We also accept Visa and Mastercard.

### Satisfaction Guaranteed

If you are not satisfied with your order, please let us know. We will cheerfully work with you to arrange a replacement, exchange, or refund as appropriate.

### Colors

Colors shown in this catalog are representative of actual form colors. However, slight color variations will occur in each print run, and with differing stock. These are normal and should be expected.

## SUPPORT INFORMATION

### Contacting Support

Phone: .....877-737-4457

Fax: .....602-789-0597

e-mail: .....support@parishdata.com

### Support Hours

PDS support hours are now from 9:00 AM to 7:00 PM Eastern Standard Time, year-round.

## GENERAL CONTACT INFORMATION

### Training School

Phone: .....800-999-7148

Fax: .....602-789-0597

e-mail: .....training@parishdata.com

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Phone: .....800-892-5202

Fax: .....800-227-5990

e-mail: .....central@parishdata.com



*“We are so happy using PhoneTree to get messages out to our members. PhoneTree allows us to communicate with our members while freeing us up to complete other tasks.”*

- Cheri, Kentucky