

Riherds.com
314 South Main Street
Smiths Grove, KY 42171
Phone 270-563-5133
800-274-4373
Fax 270-563-9533

Dear WKU Awards Purchaser:

We are honored to have been chosen to be the supplier to Western Kentucky University form trophies, plaques, medallions and awards. When purchasing for WKU you are entitled to a special discount off our list prices.

Our store is located in Smiths Grove just ten miles north of Bowling Green. While you can visit us in our Smiths Grove store or telephone us, the easiest to order will be online using your department's procurement card. You can do this either from your office or home.

We've been selling awards to customers around the world online since 1997 at <http://riherds.com/>. Our online catalog includes hundreds of different styles of trophies, plaques, acrylic awards, medallions and ribbons. Now we have added a special feature to our site especially for WKU purchases giving you special pricing, access to the complete Tropar and R.S. Owens product line and stream-lining the online purchase experience.

To access the special part of our site go to <http://riherds.com/wku>. You will need a password. Your password is your three-digit department number preceded by "7wku". For example, if your department number is 999, your password will be "7wku999". Once you have logged in you will see the special WKU pricing in red when viewing products. You will also see a red "WKU" button on the left of all pages indicating you're logged in as a special WKU customer.

We use a shopping cart system for ordering online. You add items to your shopping cart by clicking the "Add to Cart" button on product pages. When you are ready to check out you will be asked for your name, telephone number and email address. You will also be asked to let us know when you need to receive your order and your procurement card number. You will be given the change to review your order before confirming it. Once you confirm it you will receive a five-digit order number and you will receive a copy of your order by email. As soon as we receive your order we'll send you a second email confirming your order, asking for any additional information and giving you the delivery date.

Please note that all orders will be delivered to WKU Central Receiving. Also please note that the WKU discount applies only for purchases made for and on behalf of WKU.

As mentioned before you can order items from the Tropar and R.S. Owens catalogs from our site online. You can obtain printed copies of these catalogues from the WKU Purchasing Department.

We look forward to assisting you in your award selection.

Don't hesitate to give us a call at 563-5133 or email us at <mailto:info@rihers.com> if you have questions, special requests or would simply prefer to order by phone. Be sure to let us know that you're calling from WKU.