

PIPS™ INSTRUCTIONS AND INFORMATION

READ THIS FIRST

First. Check and count your letters. These have been very carefully packaged and counted. Any discrepancies must be reported within 5 days after receipt.

Store your letters in the original bags or in portable part boxes or tackle type box. The letters are small and easy to loose. Replacing lost letters can be expensive.

PLACING THE LETTERS

Place the letters in the finial before gluing them in to make sure they properly fit. The letters should be glued into the finial. Use two part epoxy glue if you have time to allow the glue to set for at least 6 hours. Apply a small amount of glue with a tooth pick to the bottom of the hole in the finial then set letters in place. If the letters must be glued for immediate use we recommend Thick Flexible CA applied the same way when using two part epoxy glue. The letters should face the clip. The clip can be rotated to accomplish this before the finial is screwed all the way down. Be careful not to scratch the surface of the pen while rotating the clip. Call us if there are any questions.

IF YOU PURCHASED A LARGE OR SMALL LETTER SET READ THIS.

The amounts of each letter you have received has been based on the 1990 US Census statistics which list the frequency of occurrence of first and last names in the USA. You may experience a different demand for certain letters than reflected in the Census. To help you adjust for this we will provide you with free bonus letters. **You can order a total of 15 free bonus letters if you purchased the large set and a total of 7 if you purchased the small set.** All the bonus letters must be ordered at one time. We will ask you for the invoice date of the invoice indicating the purchase of the letter set.

We are sorry but letters can't be returned and exchanged for different letters.