



## MONEY ORDER REFUND OR PHOTOCOPY REQUEST

**GLOBAL EXPRESS WILL NOT STOP PAYMENT EVEN IF YOUR MONEY ORDER WAS LOST OR STOLEN.**

**INSTRUCTIONS:** Please read and follow all instructions before signing and mailing this form. This form must be completed by the person whose name appears on the purchaser line of the money order.

- 1) A **Fifteen Dollar (\$15.00) non-refundable** processing fee payable to Global Express (money orders only, no personal checks) must be included with each form.
- 2) Use one (1) form for each money order.
- 3) **Original Purchaser's Claim Receipt must be included with this form to be eligible to receive a refund.**
- 4) Keep a photo copy of your Claim Receipt and this completed form.

**MAIL TO:** Money Order Department  
 Global Express Money Orders, Inc.  
 P. O. Box 8608  
 Silver Spring, MD 20907  
 1-800-394-4525

**This form must be completely filled out or it will be returned.**

Money Order No.

Amount \$

Date Purchased

Purchaser's First Name										Last Name									
APT #										CURRENT MAILING ADDRESS									
City										State					Zip Code				
Day Time Phone Number										Night Time Phone Number									
-										-									

The Money Order Dept. is open Monday-Friday only. Allow approximately 30 days from receipt of this form for processing. If your money order is cashed, a copy of the front and back will be sent to you. The original money order is stopped only when a refund is issued. A refund is issued if the traced money order is not cashed approximately 30 days from receipt of this request. Global Express is not responsible for lost mail.

In order to induce Global Express Money Orders, Inc. (Global Express) to refund the face amount of the Money Order, and in consideration of the payment to me of the face amount of the above described Money Order, I (we) authorize Global Express at its discretion to stop payment on this Money Order and agree to reimburse Global Express for the face amount of the Money Order and to hold Global Express harmless against any and all loss, damage, expense, and/or liability which it may suffer or to which it may be subject now or hereafter, by reason of said payment to me, by reason of my alleged loss of the Money Order, or by reason of the negotiation of the Money Order.