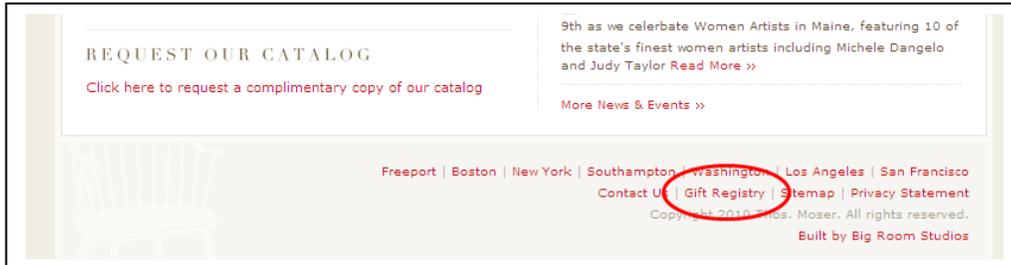


# How To Use Thos. Moser Online Gift Registry

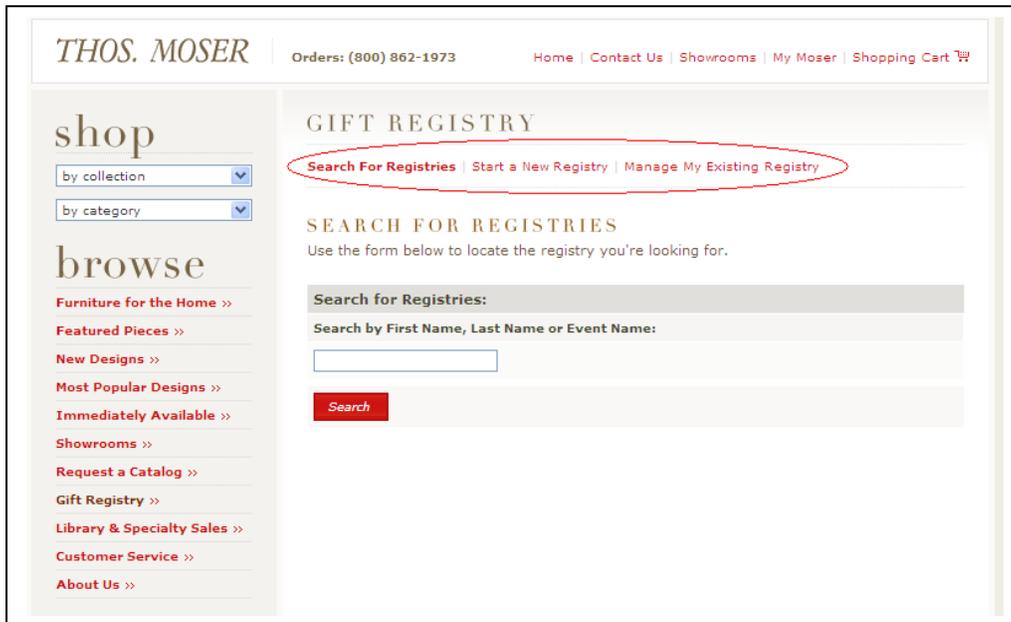
Our online Gift Registry is simple to use, and these instructions will make getting started quick and easy. If you run into any problems or have any questions, please call us at 800-708-9045 or send us an email at [salesinfo@thosmoser.com](mailto:salesinfo@thosmoser.com).

## GETTING STARTED

Click on the Gift Registry link at the bottom of any page on our website:

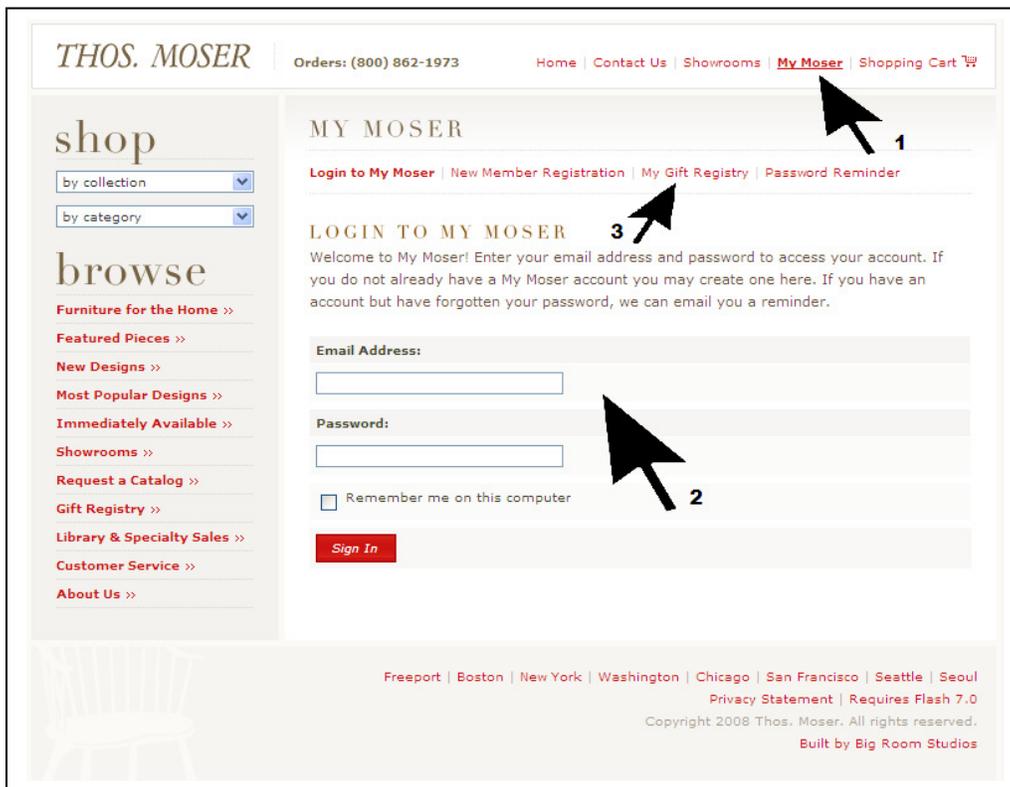


From here you have the option to search for an open registry, create a new registry, or access your own registry:



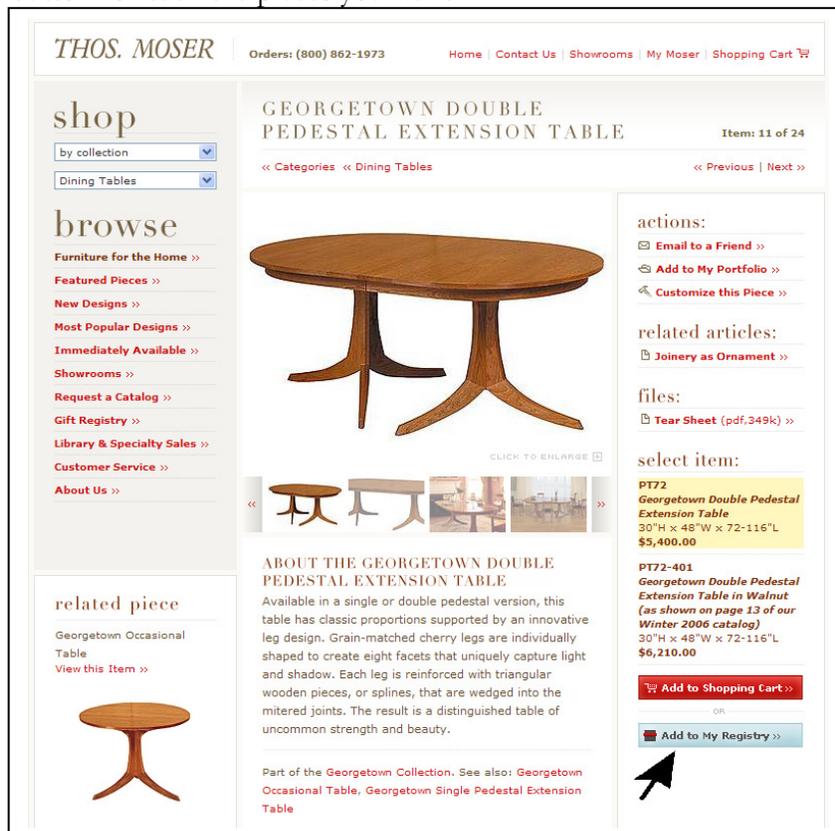
**PLEASE NOTE:** if you are not logged in to our website, or do not have an account, you will be prompted to log-in or create an account when trying to start or manage a registry.

You can also access/create a registry by clicking on the My Moser link at the top of the page. If you are not logged in, you will need to log in or create an account first, then click the My Gift Registry link:



## ADDING ITEMS TO A REGISTRY

After you create a registry, you need to add the pieces you would like. To do that, simply browse the furniture section as if you were shopping, but instead of adding to your Shopping Cart, click the Add to Registry button for each the pieces you want:



When you add a piece to a registry, it will add a quantity of one. If you would like more than one of the same piece, e.g. a set of dining chairs, you can change the quantity after it is in the registry by updating the quantity box then clicking the Update Total button (this is the same as how the

Shopping Cart works). It is also fine to click Add to Registry multiple times, you will just end up with a separate line item for each piece rather than updating/changing the quantity:

**THOS. MOSER** | Orders: (800) 862-1973 | Home | Contact Us | Showrooms | My Moser | Shopping Cart

**shop**  
by collection  
by category

**browse**  
Furniture for the Home >>  
Featured Pieces >>  
New Designs >>  
Most Popular Designs >>  
Immediately Available >>  
Showrooms >>  
Request a Catalog >>  
Gift Registry >>  
Library & Specialty Sales >>  
Customer Service >>  
About Us >>

**MY GIFT REGISTRY**  
My Registry Settings | My Registry Items | Email My Registry

**MY REGISTRY ITEMS**  
Your current registry items are listed below. When you've completed your registry **send an email** to tell your friends and family about it.

<input type="checkbox"/>	 <b>PT72 - Georgetown Double Pedestal Extension Table</b> Quantity: <input type="text" value="1"/>	Remaining: 1   0% Complete Item Price: \$5,400.00 Item Shipping: \$648.00 Item Tax: \$270.00 Item Total: \$6,048.00
<input type="checkbox"/>	 <b>HACB - Harpswell Arm Chair with Back</b> Quantity: <input type="text" value="2"/>	Remaining: 1   0% Complete Item Price: \$1,400.00 Item Shipping: \$95.00 Item Tax: \$70.00 Item Total: \$1,495.00
<input type="checkbox"/>	 <b>HSC - Harpswell Side Chair</b> Quantity: <input type="text" value="4"/>	Remaining: 1   0% Complete Item Price: \$1,100.00 Item Shipping: \$95.00 Item Tax: \$55.00 Item Total: \$1,195.00

Items in Registry: 3      Registry Total: **\$8,738.00**  
Remaining Balance: **\$8,738.00**

[remove selected](#)   [update total](#)

### IF YOUR ITEM(S) REQUIRE UPHOLSTERY

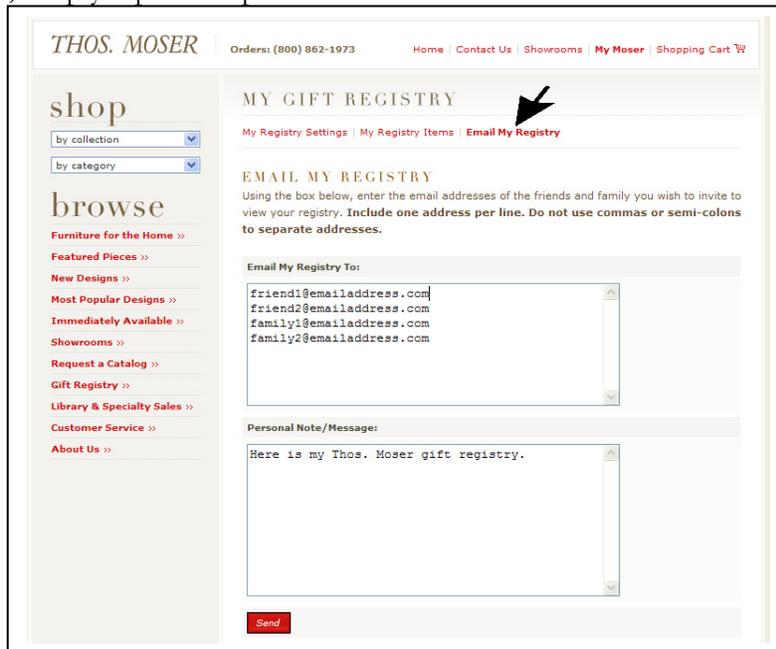
When your registry is closed (see “CLOSING A REGISTRY” below) an actual production order will be placed for your furniture. If any of your items require upholstery, a representative from our Customer Care Center will contact you at that time. They are well-informed and will be glad to help you in your upholstery selections.

### IF YOU ARE INTERESTED IN A CUSTOM PIECE

At this time only items that are currently available through our website can be included in a gift registry. If you are interested in a custom piece, please contact us before setting up your registry to discuss options.

## EMAILING YOUR REGISTRY TO FAMILY AND FRIENDS

After setting up your registry you can email it to your family and friends. Click on the Email Registry link, enter as many email addresses as you'd like (one email address per line, no commas or semi-colons), type in a personal note, and click Send. After emailing your registry, a list of addresses that have been emailed will be displayed to help you keep track of who you have sent your registry to; to email more people, simply repeat the process.



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About Us >>

MY GIFT REGISTRY  
My Registry Settings | My Registry Items | **Email My Registry**

EMAIL MY REGISTRY  
Using the box below, enter the email addresses of the friends and family you wish to invite to view your registry. **Include one address per line. Do not use commas or semi-colons to separate addresses.**

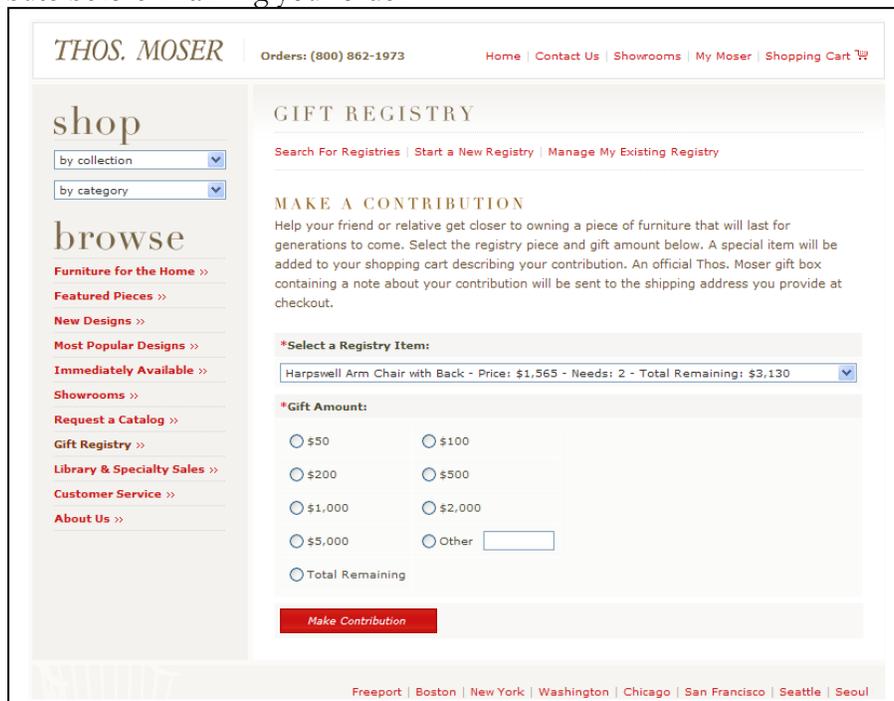
Email My Registry To:  
friend1@emailaddress.com  
friend2@emailaddress.com  
family1@emailaddress.com  
family2@emailaddress.com

Personal Note/Message:  
Here is my Thos. Moser gift registry.

Send

## MAKING A PURCHASE FROM A REGISTRY

- To make a purchase from a registry, follow the Getting Started steps above to access a registry.
- To purchase a registry item outright, click the Add to Cart button for the item.
- If you prefer to make a contribution toward an item, click on Contribute to Purchase for the item.
- If you select Contribute to Purchase, you will be prompted for the amount you wish to contribute before finalizing your order:



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GIFT REGISTRY  
Search For Registries | Start a New Registry | Manage My Existing Registry

MAKE A CONTRIBUTION  
Help your friend or relative get closer to owning a piece of furniture that will last for generations to come. Select the registry piece and gift amount below. A special item will be added to your shopping cart describing your contribution. An official Thos. Moser gift box containing a note about your contribution will be sent to the shipping address you provide at checkout.

\*Select a Registry Item:  
Harpwell Arm Chair with Back - Price: \$1,565 - Needs: 2 - Total Remaining: \$3,130

\*Gift Amount:  
 \$50  \$100  
 \$200  \$500  
 \$1,000  \$2,000  
 \$5,000  Other   
 Total Remaining

Make Contribution

Freeport | Boston | New York | Washington | Chicago | San Francisco | Seattle | Seoul

- To finalize your purchase, click on the Shopping Cart link in the upper right of any page on our site. The registry item will appear in your Shopping cart, noting which registry it is for.
- Please be advised that tax and shipping is not broken out separately for registry items, those calculations are made at the registry level depending on the shipping destination entered by the registry owner and are included in the purchase price of registry items.
- For the registry owner, the system will automatically track/display the list contributors and the total amount that has been contributed to each item in the registry. Since many people prefer not to disclose the dollar amount of a gift purchase (which is why people typically remove the price tag before wrapping a gift), the system will not display the individual contribution amount for each contributor.

### **CLOSING A REGISTRY**

- All registries are automatically assigned a close date of two years after the entered event date. Prior to that, the registry owner may close their registry at any time by clicking the Manage My Existing Registry link (see “Getting Started” above).
- When a registry is closed, the registry owner will be sent an email with all the registry details, including the amount(s) remaining on each item, if any. Registry owners can select to pay the balance on any incomplete items or receive a gift cert for the total amount that has been contributed, and this choice will be finalized when a registry is closed.
- Depending on the preferences of the registry owner, closing a registry will prompt a production order for the items in a registry, and/or and order for a gift certificate for any items that are not completely funded.
- If any items in a registry require upholstery, someone from our Customer Care Center will contact the registry owner after the registry is closed to assist with upholstery selections.