



Dear Dharma Friend,

Thank you for your interest in our Monastery and workshop. We currently produce tsa tsas and moulds from some old as well as some more recent holy objects and works of art, mainly for people connected with the FPMT and Lama Zopa Rinpoche.

The price of each item on the on-line spread sheet lists merely the cost of materials. When you request a specific mould we will generate an order form that will include: the cost of materials, the shipping cost to your specific location, and a suggested donation (20% of the costs), which goes towards the support of Nalanda Monastery. For those of you who choose to pay with PayPal, it is now possible to opt to pay the PayPal fees when you make your payment on-line—otherwise a portion of what would have been the donation to Nalanda ends up going to PayPal instead.

On our homepage www.nalanda-monastery.eu under the heading of **Artwork** you can find a full and updated list of all the moulds our workshop can provide. The list includes details about size, weight (of silicone), and the cost of materials.

Link to downloadable list of moulds:

<http://www.nalanda-monastery.eu/files/workshop/Tsa%20tsa%20List%202013.pdf>

When corresponding about a specific mould, please refer to its code, to make sure we are talking about the same item (e.g. bush-001). This alphanumeric code is on both the spreadsheet and the photos. If you wish to see pictures of the tsa tsas that a mould makes, you can see photos of them on our website in the **Artwork/Order** tab.

Link to downloadable photo catalogue:

<http://www.nalanda-monastery.eu/files/workshop/new%20Catalog.pdf>

So here is the process for ordering moulds from Nalanda's workshop:

1. Send us an email (or letter). The email should include:
 - a. your name
 - b. your email address
 - c. a mobile number (helps the post service make deliveries)
 - d. the shipping address of where you would like the moulds to be shipped to
 - e. the alphanumeric code associated with the moulds you would like to order
 - f. the quantity of each mould



2. Once we receive your order, Nalanda workshop will generate an order form that lists the all of the information you provided plus:
 - a. the material costs for each mould
 - b. the shipping cost
 - c. a recommended donation
 - d. for those using PayPal, an additional 6% fee to cover PayPal's charges.
3. We will email you the above order sheet, along with photos of the tsa tsa that comes out of each mould that you have ordered. Please review your order. Make your payment, (see additional information below). Once you have made your payment, it would be helpful if you could send us an email that lets us know how you made the payment.
4. Once we verify the payment, your order will be submitted to the workshop to be completed.
5. When the order has been fulfilled, we will send you a final email to let you know that we have shipped your moulds, so you know when to expect them.

There are usually quite a few orders, and the monks who make the moulds all have additional responsibilities, so your patience is appreciated.

Below you will find several options on how to make your donation.

With kind regards,

The Nalanda Workshop team

We appreciate your order, and through your order your support of Nalanda Monastery.

<p>1. For orders from America (other payment methods as listed below are also possible)</p> <p>If you live in the United States and would like to avoid international wire transfer costs and/or currency fees, you can contact the FPMT offices in the US. They will provide the necessary information for doing a wire transfer or to accept a US check. Please copy the workshop@nalanda-monastery when you send your email to: aruna@fpmt.org</p>	<p>Please pay via our International office</p> <p>Include: *Your Name *Order number *Nalanda Monastery Tsa Tsa.</p> <p>For your information: The charges are less for payment with a credit card for amounts under \$500 and a bank wire for amounts over \$500. There are no charges with a US\$ check.</p>
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<p>2. For other countries (though also possible from US): Please note that since we are charged by PayPal to receive money, we appreciate those who opt to pay the PayPal fees</p>	<p>The easiest way to pay, is with your credit card or by PayPal on our website (http://old.nalanda-monastery.eu/support-us/paypal)</p>
<p>Or make a wire transfer to:</p>	<p>Crédit Agricole Nord Midi-Pyrénées 219, Ave. Francois Verdier, 81022 Albi Cedex 9 France SWIFT Address: AGRIFRPP812 Monastère Nalanda Bank code: 11206 Branch code: 20006 Account number: 2359 8573 110 Check number: 87 International Bank Account Number (IBAN) FR76 1120 6200 0623 5985 7311 087</p>
<p>3. Inform us of your payment, as only then will your order be passed on to the workshop:</p>	<p>Send confirmation of your payment (Fax or scan): Email workshop@nalanda-monastery.eu</p>