



Altrusa INTERNATIONAL, INC.

FOR DMI USE:



DOC MORGAN INC • PO BOX 270 • 108 S 2ND ST. • ST. CHARLES, IL 60174
PHONE: 630-584-9414 • FAX: 630-584-9421 • EMAIL: customers@docmorgan.com
www.docmorgan.com

(STATE OR PROVINCE)

(DATE)

(To avoid oversight and to expedite the handling of this order, write separately about any other matter.)

ORDERED BY: (PLEASE PRINT) _____ (ASSOCIATION NAME) _____ (CONTACT NAME) (TITLE) _____ (STREET ADDRESS) _____ (CITY) (STATE OR PROVINCE) (ZIP)	SHIP TO: <input type="checkbox"/> SAME (CHECK IF EXACTLY THE SAME AS "ORDERED BY") _____ _____ _____
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		(DAY TIME PHONE NO.)			(FAX NO.)			(EMAIL ADDRESS)		
QTY	STYLE NO	ARTICLE	QUALITY	DESCRIPTION		SIZE	UNIT PRICE	AMOUNT U.S. FUNDS		
		ENGRAVING CHARGES		LETTERS OF ENGRAVING <input type="checkbox"/> AS INDICATED ABOVE <u>OR</u> <input type="checkbox"/> PER ATTACHED COPY			\$.34			

ON ALL ORDERS MORE THAN ONE PAGE, BE SURE TO CARRY FORWARD THE TOTAL OF "TOTAL OF CATALOG PRICE" FROM ALL PAGES TO THIS LINE.

STOCK ITEMS WILL NORMALLY SHIP WITHIN 2 TO 3 WEEKS FROM RECEIPT OF ORDER INCLUDING ALL NECESSARY INFORMATION AND PROPER PAYMENT. ITEMS REQUIRING SPECIAL MANUFACTURING MAY REQUIRE UP TO 8 WEEKS.

ADVANCE PARTIAL SHIPMENT: SHOULD YOU REQUIRE ITEMS SHIPPED IN ADVANCE OF NORMAL SCHEDULE, BE SURE TO INCLUDE AN ADDITIONAL SHIPPING FEE OF \$7.00.

BASIC SHIPPING FEE: \$7.00 MINIMUM OR 7% OF TOTAL ORDER, ENTITLES PURCHASER TO PARCEL POST OR UNITED PARCEL SERVICE (SURFACE) TYPE SHIPMENT. IF YOUR SITUATION REQUIRES A PRIORITY SERVICE, (SUCH AS EXPRESS MAIL OR UPS AIR), PLEASE INDICATE BELOW DESIRED MODE OF SHIPMENT. INCLUDE AN ADDITIONAL AMOUNT TO COVER AND ENTER THAT ON THE "EXTRA SHIPPING EXPENSE:" LINE. SHIPPING FEE FORMULA SUBJECT TO CHANGE WITHOUT WRITTEN NOTICE.

- FEDEX NEXT DAY AIR EXPRESS MAIL ADVANCE PARTIAL SHIPMENT
- FEDEX 2ND DAY SPECIAL HANDLING OTHER

METHOD OF PAYMENT:
 CHECK OR MONEY ORDER (ENCLOSED) VISA, MASTERCARD or DISCOVER

CARD NO:
□□□□□□□□□□□□□□□□

EXP DATE: SECURITY CODE:
□□□□ □□□ SIGNATURE: _____

TOTAL CATALOG PRICE		
SURCHARGE		
TOTAL BASIC AMOUNT		
IL SALES TAX IF APPLICABLE 8%		
BASIC SHIPPING 7% (\$7.00 MINIMUM)		
EXTRA SHIPPING EXPENSE		
ADD \$5.00 HANDLING FEE IF AMOUNT LESS THAN \$25.00 (OPEN INVOICING ONLY).		
TOTAL AMOUNT DUE		
TOTAL ENCLOSED		

NOTE: ATTACH SEPARATE SHEET WITH ENGRAVING AND/OR IMPRINTING INFO IF ENOUGH ROOM HAS NOT BEEN PROVIDED ON THIS PAGE.