



Altrusa INTERNATIONAL, INC.



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 www.docmorgan.com

FOR DMI USE:

 (STATE OR PROVINCE)

 (DATE)

| | |
|---|--|
| 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)

| QUANTITY | STYLE NO. | ARTICLE | QUALITY | DESCRIPTION | SIZE | UNIT PRICE | AMOUNT U.S. FUNDS |
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| 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 CATALOG PRICE" FROM ALL PAGES TO THIS LINE.

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| <p>SHIPPING TIME: Stock items will normally ship within 2 to 3 weeks, from receipt of order including all necessary information & proper payment. Items requiring special manufacturing may require up to 8 weeks.</p> <p>ADVANCE PARTIAL SHIPMENT: Should you require items shipped in advance of out of stock or custom items, be sure to include an additional shipping fee of \$7.00</p> <p>SHIPPING FEES: Orders with "Non-Jewelry" Items: 6% of basic amount* on all orders over \$117.00, (\$7.00 minimum on all orders up to \$117.00), this allows for UPS Ground or 3RD Class Mail. "Express" methods available at an additional charge. Orders with all "Jewelry" Items: 4% of basic amount* on all orders over \$117.00, (\$7.00 minimum on all orders up to \$117.00), this allows for UPS Ground or 3RD Class Mail. "Express" methods available at an additional charge. If your situation requires an express service, please indicate desired mode of shipment from selections below. Include additional amount in payment, and enter that amount on the "Extra Shipping Expense" line box. *Subject to change without prior notification.</p> <p><input type="checkbox"/> UPS NEXT DAY AIR <input type="checkbox"/> EXPRESS MAIL <input type="checkbox"/> ADVANCE PARTIAL SHIPMENT <input type="checkbox"/> UPS 2ND DAY <input type="checkbox"/> SPECIAL HANDLING <input type="checkbox"/> OTHER</p> <p>METHOD OF PAYMENT:</p> <p><input type="checkbox"/> CHECK OR MONEY ORDER (ENCLOSED) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER CARD (PLEASE INDICATE) (\$50.00 MINIMUM)</p> <p>CARD NUMBER: _____ EXPIRATION DATE: _____</p> <p>SECURITY CODE: _____</p> <p>SIGNATURE: _____</p> | <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>TOTAL CATALOG PRICE</td><td> </td><td> </td></tr> <tr><td>SURCHARGE</td><td> </td><td> </td></tr> <tr><td>TOTAL BASIC AMOUNT</td><td> </td><td> </td></tr> <tr><td>IL SALES TAX IF APPLICABLE 7.5%</td><td> </td><td> </td></tr> <tr><td>BASIC SHIPPING FEE (\$7.00 MINIMUM)</td><td> </td><td> </td></tr> <tr><td>EXTRA SHIPPING EXPENSE</td><td> </td><td> </td></tr> <tr><td>ADD \$5.00 HANDLING FEE IF AMOUNT LESS THAN \$25.00</td><td> </td><td> </td></tr> <tr><td>TOTAL AMOUNT DUE</td><td> </td><td> </td></tr> <tr><td>TOTAL ENCLOSED</td><td> </td><td> </td></tr> </table> | TOTAL CATALOG PRICE | | | SURCHARGE | | | TOTAL BASIC AMOUNT | | | IL SALES TAX IF APPLICABLE 7.5% | | | BASIC SHIPPING FEE (\$7.00 MINIMUM) | | | EXTRA SHIPPING EXPENSE | | | ADD \$5.00 HANDLING FEE IF AMOUNT LESS THAN \$25.00 | | | TOTAL AMOUNT DUE | | | TOTAL ENCLOSED | | |
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NOTES:
 #1- ATTACH SEPARATE SHEET WITH ENGRAVING INFO IF ENOUGH ROOM HAS NOT BEEN PROVIDED ON THIS PAGE.
 #2- TO AVOID OVERSIGHT AND EXPEDITE THE HANDLING OF THIS ORDER WRITE SEPARATELY ABOUT ANY OTHER MATTER..