

RECORDING SECRETARY ORDER FORM 2007-2008

Item	Cost	Quantity ordered	Total cost
MINUTES			
2007 Minutes Book	\$15.00		
2006 Minutes Book	\$12.00		
2005 Minutes Book	\$8.00		
HANDBOOK			
CofC Handbooks (2007 revision)	\$8.00		
STATIONERY			
Informals (10 cards w/envelopes)	\$9.00		
Letterhead (25 sheets w/envelopes)	\$11.00		
Letterhead (50 sheets w/envelopes)	\$18.00		
CERTIFICATES AND AWARDS			
Division Certificates of Merit (5)	\$7.00		
Division Certificates of Merit (50)	\$17.00		
MISCELLANEOUS			
Post-It notes (single package)	\$0.50		
Post-It notes (3 packages)	\$1.00		
All-occasion cards (package of 10)	\$7.00		
Postage	\$3.50		\$3.50
Total for Order			

Check number: _____ Name: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Division/CWND to receive credit for purchase: _____

Directions: Please make checks payable to "Treasurer General CofC"

Checks and orders should be mailed to:

Mr. Jay Maddux
Recording Secretary General
953 Piney Point Road, Spring City, TN 37381
(423) 365-5535 – E-mail: atvjay@gmail.com