

## Recording Secretary Order Form

Item	Cost	Quantity Ordered	Total Cost
<b>Minutes</b>			
2011 CofC Minutes (preorder)	\$15.00		
2010 Minutes	\$3.00		
Old Minutes	\$3.00		
<b>Handbook</b>			
CofC Handbook (2007 revision)	\$8.00		
CofC Ritual Book (2010 revision)	\$8.00		
<b>Stationery</b>			
Informals (10 cards w/envelopes)	\$9.00		
Letterhead (25 sheets w/envelopes)	\$11.00		
Letterhead (50 sheets w/envelopes)	\$18.00		
<b>Certificates and Awards</b>			
Division Certificates of Merit (5)	\$7.00		
Division Certificates of Merit (50)	\$17.00		
<b>Miscellaneous</b>			
Post-It Notes (single package)	\$.50		
Post-It Notes (3 packages)	\$1.00		
Postage	\$3.50		\$3.50
<b>Total for Order</b>			

Date: \_\_\_\_\_ Check number: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Division/CWND to receive credit for purchase: \_\_\_\_\_

**Directions: Please make checks payable to "Treasurer General CofC"  
Checks and orders should be mailed to:**

**Miss Audrey Joyner, Recording Secretary General  
8219 Seaview Drive, Chesterfield, VA 23838  
(843)-441-0555 – Email: [thejoynerfamily@gmail.com](mailto:thejoynerfamily@gmail.com)**