

CHAPTER SERVICES REQUEST

InfoFile-February, 13

Please perform the following services for our Chapter:

❶ MEETING NOTICE

Reproduce and distribute copies of the attached "draft copy" of our meeting notice to our members.

as soon as possible; on or about _____

In conjunction with the same print run, please provide the undersigned with the following number of **EXTRA** copies of the meeting notice for Chapter use on local bulletin boards.

5 copies; 10 copies; 15 copies; 20 copies

❷ LETTERHEADS -- ENVELOPES -- APPLICATIONS -- FORMS

Please provide the undersigned with the following:

- | | |
|---|--|
| <input type="radio"/> 20 Chapter letterheads | <input type="radio"/> Supply of AAAA envelopes |
| <input type="radio"/> 40 Chapter letterheads | <input type="radio"/> AAAA return envelopes |
| <input type="radio"/> AAAA Membership Brochures | <input type="radio"/> Honorary Memb. Applications |
| <input type="radio"/> Industry Memb. Applications | <input type="radio"/> Sustaining Member Applications |
| <input type="radio"/> Life Member Applications | <input type="radio"/> Chapter Services Request Forms |
| <input type="radio"/> Acceptance Forms | <input type="radio"/> Attendance Forms |
| <input type="radio"/> Soldier of the Month Forms | <input type="radio"/> "2 for 1" Application Forms |
| <input type="radio"/> Chapter Minutes Forms | <input type="radio"/> Meeting Notice Forms |
| <input type="radio"/> Past Officer Pin Request Form | <input type="radio"/> Gifts and Souvenirs Forms |
| <input type="radio"/> Other _____ | |

Chapter Name (Please Print)

Chapter Officer's Name

Date of the Chapter Meeting

Date of Submission