



MEMORANDUM

To: All Departments
 From: PMC Solutions
 Date: April 29, 2015
 Subject: Desk Calendars

Once again, it's time to order desk calendars! Please return the order form below to PMC Solutions at PRES, 1580 West Mitchell Street or fax to 5-7420. We will print only enough calendars to fill the orders we receive so take time to reserve yours today. The cost of the calendars is \$3.00 each. If the calendars are to be charged to your department, we will do a transfer upon receipt of your order. If you are paying cash, calendars must be picked up at the PMC Solutions office. Please post this notice on your department bulletin board or circulate so all employees will see the notice. The calendars will be available in June.

ALL ORDERS MUST BE RECEIVED AT PMC SOLUTIONS BY MAY 29, 2015

CALENDAR ORDER FORM

Please return to PMC Solutions, PRES or fax to 5-7420 by May 29, 2015
 Calendars are \$3.00 each

Department

Delivery Address

No. Calendars

Cash

Charge to Dept.

PMC Solutions P.O. #

Person Placing Order

Phone

Total Charge

Authorized Signature

SUBMIT

PRINT

RESET