



# Lioness Clubs International

## Request for Club Supplies

(For use by all Club outside of Multiple District 105)

e-mail: [clubsupplies@lionessclub.org](mailto:clubsupplies@lionessclub.org)

Club Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position in Club: \_\_\_\_\_

Full Postal Address: \_\_\_\_\_

\_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone no (Incl Country Code): \_\_\_\_\_

E-mail: \_\_\_\_\_

### Procedure:

- 1) Complete all details on this form with your requirements and e-mail to: [clubsupplies@lionessclub.org](mailto:clubsupplies@lionessclub.org).
- 2) A full quotation (including postage) will be sent back to you for approval.
- 3) Once you have accepted the quote, obtain a Money Order in GBP STERLING from your bank and post to the Club Supplies Officer (full address details will be on the e-mail quote).
- 4) e-mail [clubsupplies@lionessclub.org](mailto:clubsupplies@lionessclub.org) to confirm your acceptance of the quote and that the Money Order has been posted.
- 5) As soon as the Money Order (in GBP STERLING) has been received by the Club Supplies Officer your goods will be posted to the address above using Air Mail.
- 6) Upon receipt of your delivery you will be asked to sign for the parcel.

### **Your requirements:**

Description of Item	No. Required

Signed: .....

Date: .....

Name: .....