

CHAPTER SUPPLIES ORDER FORM

Chapter Name: _____

Name of Person Ordering: _____

Request Date: _____

Ship To: _____

E-Mail: _____

When ordering supplies, please order what you will need for the next two months, at minimum.

(Please allow at least two weeks for delivery.) **Items Requested:**

Visitor Related Materials:

Quantity

- _____ Executive Director Business Cards (Keep 25 on hand)
- _____ BNI Brochure (Keep 25 on hand)
- _____ Roll of Stick-on Name Tags (Keep at least 50 tags in supply)

Applications and New Member material

- _____ New Member Application Forms (Keep 12 on hand)
- _____ Application for Renewal Forms (Keep 10 on hand)
- _____ New Member Kits (Keep 4 on hand)

Chapter Management Material

- _____ BNI Policies Brochure (Keep 8 on hand)
- _____ Referral Slips (Keep 1 month supply on hand)
- _____ BNI Bucks closing Slips (Keep 1 month supply on hand)
- _____ One-To-One report slips (Dance slips—1 month supply)
- _____ Post Cards for Inviting
- _____ Receipt for Marketing Products & Services (Keep 8 slips on hand.)

Recognition & Other Material

- _____ Notable Networker Certificates (Keep 6 on hand)

Recognition Ribbons Anniversary ribbons are available from your AD and at training events.

ITEMS FOR PURCHASE. WHEN ORDERING COST ITEMS INCLUDE CHECK WITH YOUR ORDER:

- _____ BNI WMass Lanyards (Cost \$4 each; chapter may charge more, e.g. \$5)
- _____ Replacement Grey Name Plates (May be purchased at \$2 each; Chapter may charge more, e.g. \$3)
- _____ Magnetic Name Plate holder [attaches to your Name Plate] (May be purchased at \$2.00 each.)
- _____ Replacement Small BNI Card Caddy (May be purchased at \$6 each; chapter may charge more, e.g. \$8)
- _____ Large BNI Card Caddy (May be purchased at \$11.50 each, Chapter may charge more, e.g. \$15)
- _____ "Be Part of our Gang" Invitation Greeting Cards \$0.60 each.
- _____ BNI Books @ 10% discount from listed price.

E-mail to: Kathy@bniwmass.com or Fax: 413-268-8285 Attention: Kathy