

## Doc Morgan Order Form

Doc Morgan maintains the right to first refusal to supply a requested product. Doc Morgan will ensure that the product is innovative, current in style, and reflective of the general marketplace. Additionally, the Altrusa club, district or International office has the right to utilize another vendor if the quality of product offered, or the price of product is not competitive (within 10%) with what is readily available in the marketplace.

**1. Product requested (clothing or other item):**

**(Describe in as much detail as possible. Include photograph if available)**

*Example: 20 White or cream color T-shirts no pocket, 100% cotton. Must have separate sizing for women and men (not unisex). Altrusa logo silkscreened on center front, logo dimension 8" wide, height proportional to width. Hanes or Fruit of the Loom preferred, but other manufacturers with good opacity and approved sample acceptable.*

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**2. When needed:** \_\_\_\_\_

**3. Have you received a prior quote?** \_\_\_\_\_ **If so, please provide a copy of the quote.**

**Request completed by:** \_\_\_\_\_

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

**Mailing address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

\_\_\_\_\_ **Doc Morgan declines to bid on this product:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit form to: Pam Bierman, [pbierman@docmorgan.com](mailto:pbierman@docmorgan.com) or fax to 630-584-9421. Also, when emailing, copy Latonya Harris from the International Office at [latonya@altrusa.org](mailto:latonya@altrusa.org), or fax to 312-427-8521.**