

# DEPARTMENT RESOURCES ORDER FORM

This form is for **Department Secretary use only**. All Units and individuals *must* order supplies from their Department Headquarters. We reserve the right to limit quantities. **Please allow up to 6 weeks for delivery.**

**ORDERED BY**: (please print or type)

Dept of: ATTN:

Address:

City, ST Zip:

Phone #:

Email: DATE:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DESCRIPTION** | **No. in Pkg** | **Quantity**  **Requested** | | *NHQ*  *Use Only* | *Box*  *Number* |
| Advocacy Guide | 10/pkg |  | Pkgs |  |  |
|  |  |  |  |  |  |
| At A Glance Brochure with Membership App | 100/pkg |  | Pkgs |  |  |
|  |  |  |  |  |  |
| Auxiliary Emergency Fund Brochure | 100/pkg |  | Pkgs |  |  |
|  |  |  |  |  |  |
| Dues Statements | 200/pkg |  | Pkgs |  |  |
|  |  |  |  |  |  |
| Foundation Brochure | 100/pkg |  | Pkgs |  |  |
|  |  |  |  |  |  |
| Giving Opportunities “Why We Give” | 100/pkg |  | Pkgs |  |  |
|  |  |  |  |  |  |
| Membership Application | 50/PAD |  | PADS |  |  |
|  |  |  |  |  |  |
| Planned Giving Guide | 25/pkg |  | Pkgs |  |  |
|  |  |  |  |  |  |
| TAL Family Brochure with membership apps | 50/pkg |  | Pkgs |  |  |
|  |  |  |  |  |  |
| Youth Programs (replaces ALA Girls State, Junior Activities, Scholarship & Education) | 50/pkg |  | Pkgs |  |  |
| **NOTE: You will receive an email when your order ships** |  |  |  |  |  |
|  | | | | | |

**MAIL to: Sales Orders Or EMAIL to:** [**ALAHQ@ALAforVeterans.org**](mailto:ALAHQ@ALAforVeterans.org)

**American Legion Auxiliary National Headquarters**

**3450 Founders Road Or FAX to: 317-569-4502**

**Indianapolis, IN 46268 ATTN: Sales Order**

***NATIONAL HEADQUARTERS USE ONLY***

Form Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Backorder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Order Shipped \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ B/O Shipped \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Boxes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Sent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_