

## District 23 Zonta Merchandise Order Guidelines

A District 23 Zonta Merchandise Order Form (the order form) is to be completed for all orders of District 23 Zonta merchandise.

The order form is to be accompanied by payment and sent to the District Treasurer, Jasmine Koch who will prepare an invoice/receipt and forward it to the Merchandise Co-ordinator for dispatch. The Merchandise Co-ordinator will enclose the invoice/receipt with the goods.

To ensure prompt delivery of your order, please make sure:

- The delivery address section is completed correctly;
- The appropriate delivery charge is included in the total;
- The order form is sent to the **District Treasurer** by post or electronically; and
- Payment is made at the time of placing the order by cheque or electronically.

### **Products available:**

Zonta Stick Pin

Zonta Pin with butterfly clip back

Zonta Pin with magnetic back

Zonta President & Past President Pin

Zonta Starburst Pin

Zonta Australian Map Pin