

NAME BADGE ORDERING PROCESS

Check the sheet on the pin board each week.

If there are any new names take a photo or jot down the names, then rule through and write that they have been ordered. Check whether a pin or magnetic badge is required.

Send an email to Wayne Semple at unitplaques@bigpond.com ordering the badges (copy attached). He will send an email to you once they have been delivered to the sign business in Armitage Street. He will also send an invoice.

The invoice is to be forwarded to Debbie at the Solander Bowls address – admin@solanderbowls.com.au

Wayne delivers to the sign business each Wednesday, so once you receive notification that they are there call in and collect.

Give the badges to the bar staff and let people know that they have arrived. I printed a copy of the invoice for the last order and gave it to the bar staff as one of the badges was \$8.80 (pin), while the rest were \$11.00.