



## Procedure for Club Supply Purchases

Step 1. You will automatically receive a quote for club supplies when you join the AMLC with the receipt of payment of your membership joining fees, or when requested any other time.

Step 2. You order anything you require by just forwarding an email addressed attention the Treasurer at [amlc201q4@gmail.com](mailto:amlc201q4@gmail.com)

Step 3. Please remember when ordering items that require your sizes to include the size on your email.

Step 4. You will then receive an invoice from the Treasurer for the items you ordered, as with all invoices the club bank details are at the bottom of the invoice for EFT transfer.

Step 5. The club does not stock any items they are ordered when needed, the delivery is not long and it is not viable for the AMLC to have funds tied up in supplies. All club supplies are on sold at cost.

Step 6. Please remember when ordering that no items will be ordered until as such time as the funds for the order are in the AMLC bank account, **always quote the invoice number on your transfer receipt!** You will be receipted promptly once your funds are in the account and your ordered placed on your behalf immediately.

Step 7. The recommended minimum club supplies to get a member through any of their activities is a club name badge and a shirt and or top.

Step 8. When placing your order via email always inform us of the address you wish these items to be sent to if it is different to the one we have on file.

Step 9. There is a minimum charge of \$10 freight for all standard items except for very small or oversized packages they will be charged accordingly.

Step 10. There are no exchanges so please give good thought to your order.