

TO: ISI Field Team
FROM: Rebekah Miller
DATE: August 3, 2020
RE: Stationery Order

Once again, it is time to order business stationery. If you need to order business cards or other stationery items, now is the time to take care of that. Please fill out the attached form completely and legibly, and proof it to ensure that everything is correct before returning it. **Please have your order back to me no later than August 14.**

Remember that you can also order by email or by fax. If you want to place your order via email, you may use the electronic form. We can only accept **faxed, emailed or mailed orders** to ensure accuracy. Please look for confirmation from us that we have received your order. **If you do not get a confirmation of your order, please try again or contact me** so that I don't miss your order.

IMPORTANT NOTE: Due to our commitment to NAFSA and others to clearly present our Christian mission, we are only able to omit the "Sharing Christ's Love" tagline on stationery items in rare circumstances. If you feel it is necessary and would like to request we omit the tagline from your order, you may provide a brief explanation/reason for our consideration.

Our next stationery order will be in November 2020. Please plan accordingly.

Thank you!

Rebekah Miller

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