PI TAU SIGMA CERTIFICATE AND JEWELRY ORDER FORM

PLEASE BE CAREFUL IN TYPING ALL PERTINENT INFORMATION CORRECTLY

PLEASE READ AND FOLLOW ALL INSTRUCTIONS

Mail a copy of this form along with your PTS check to:
PI TAU SIGMA / Dr. Alex Moutsoglou
South Dakota State University
Box 2219, SCEH 218
Brookings, SD 57007

Mail a copy of this form along with your JEWELRY check to :
Stephanie Mitchell / Award Concepts, Inc.
P.O. Box 4305
St. Charles, IL 60174-9075
You may also pay by credit card by calling 800-659-7801

For certificates send a **single check** for the total amount payable to Pi Tau Sigma.
If you order jewelry or for rush orders ($25 charge), you may pay using a credit card or by mailing to Award Concepts a separate single check payable to Award Concepts.

In addition to mailing this completed form along with your check(s) to the address(es) above, you must also e-mail an electronic copy of this excel file to **alex.moutsoglou@sdstate.edu** saved with the name of your chapter (i.e. Illinois Alpha) as part of the file name, and including the word PTS in the subject line of your e-mail. **You will also need to copy your advisor in the sent e-mail**. Note that your registration **will not be processed without e-mailing** a fully completed electronic copy of this form. Chapters from California, Georgia, Illinois, and Ohio need to include a fee of $0.30 per certificate ordered to cover state taxes. They also need to pay, as shown below, the indicated applicable tax on the total jewelry order. Absolutely do not send any check(s) without a printed copy of this form. Do **not** staple check

Please do not change the format or fonts of this form. Just type information in highlighted areas.

CHAPTER INFORMATION

Name of Advisor : Yin-Lin Shen
Telephone and E-mail of Advisor : yshen@gwu.edu
Name of President : Florence Wong
Telephone and E-mail of President : 4105625414 florence@gwmail.gwu.edu

FILL IN OFFICIAL SCHOOL NAME AND OFFICIAL CHAPTER NAME
check website if not sure about the official chapter name (i.e. Illinois Alpha)
Name of School : George Washington University
Name of Chapter : George Washington Phi Gamma

Shipping: Name and Address of Chapter Advisor for Receipt of Certificates and Jewelry
Professor Yin-Lin Shen
Academic Center T727
MAE Department, GWU
Phillips Hall 727, 801 22nd st
Washington, DC 20052

DO NOT FILL IN

CHAPTER NUMBER 124

ORDER NUMBER 3729

AUTHORIZATION DATE December 2, 2009

ΠΤΣ

DO NOT FORGET TO E-MAIL THIS FORM For rush orders of certificates/jewelry, contact Award Concepts Inc. to alert and pay the charge of $25 payable directly to Award Concepts, Inc. Use a separate registration form for each initiation. As this form is continually evolving, please always complete the form by going to the website and using the latest updated version.

CERTIFICATES

Quantity	DESCRIPTION	UNIT PRICE	TOTAL
6	Active Initiates	$30.00	$180.00
	Graduate Initiates	$30.00	$0.00
1	Honorary Initiates (up to 2 per year no charge)		
	Replacement Certificates	$13.00	$0.00
	Replacement Membership Cards	$5.00	$0.00
	CA, GA, IL, and OH chapters add $0.30 per certificate ordered	$0.30	$0.00
	TOTAL FEES PAYABLE TO PI TAU SIGMA $		180.00
	To rush order, check box on left, then call Award Concepts 800-6597801 and pay $25 $		

JEWELRY

Quantity	DESCRIPTION	UNIT PRICE	TOTAL
	KEYS Flat Charm w/Loop: Gold-Kase	$18.00	$0.00
	KEYS Flat Charm w/Loop: 10K Yellow Gold	$130.00	$0.00
	BADGES: Gold-Kase	$21.00	$0.00
	BADGES: 10K Yellow Gold	$112.00	$0.00
	LAPEL TAC: Gold-Kase	$23.00	$0.00
	Add Engraving Fee if desired (First Initial, Last Name)	$2.50	$0.00
	Add Applicable Sales Tax **Only** for CA (9%), GA (7%), IL (8%,) and OH (7.5%) to the total jewelry order		
	TOTAL JEWELRY PAYABLE TO AWARD CONCEPTS $		0.00

Remember to e-mail this form. In addition, mail a printed copy of this form along with the check(s) to the address(es) above. Do not send any checks without attaching this form.
PLEASE CHECK NAMES CAREFULLY FOR SPELLING ERRORS AFTER TYPING THEM

check one: Active	Honorary	Graduate	Replacem Certificat.	Replacem Mem.Card		Date of Initiation (fill dates for all members)	Membership ID Number (leave blank)	Member's Name as to Appear on the Certificate and Membership Card: First	Middle	Last
y					1	November 13, 2009	# ΦΓ F09-01	Ashley		Kowlaski
y					2	November 13, 2009	# ΦΓ F09-02	Hannah		Stuart
y					3	November 13, 2009	# ΦΓ F09-03	Craig		Helmstetter
y					4	November 13, 2009	# ΦΓ F09-04	Micah		Foster
y					5	November 13, 2009	# ΦΓ F09-05	Sean		Critelli
y					6	November 13, 2009	# ΦΓ F09-06	William		Rone
	y				7	November 13, 2009	# ΦΓ F09-07	Pinhas		Ben-Tzvi
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JEWELRY ENGRAVING AND SELECTION

If engraving is desired, add engraving fee and insert FIRST INITIAL and FULL LAST NAME. If no engraving is desired, write

		check one: KEYS Gold Kase	KEYS 10K Gold	LapelTac Gold Kase	BADGES Gold Kase	BADGES 10K Gold
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