



SOUVENIR JOURNAL INSTRUCTIONS

Please follow the instructions for filling out the forms:

TO SUBMIT "ADS/COMPLEMENTS" FORM ONLINE:

Please download the form from the website cogic.org/womensdepartment/
When completing the form, please adhere to the following:

1. Fill out the pertinent information listed on form, i.e., Jurisdiction, etc.
2. Select the desired **Ad** by clicking in the box next to the item.
3. Type the amount next to the box in the *amount field* (= \$:)
4. Once you have finished with your selections make sure all amounts have been typed in the appropriate *amount fields*.
5. Click the *grand total amount field* (= \$:) and the system will calculate your total.
6. Once completed *save* and *email* the updated form to souvenirwic@cogic.org
Note: Please follow the instructions below if paying with a credit card.

TO PRINT "ADS/COMPLEMENTS" FORM AND SUBMIT BY MAIL:

1. Fill out pertinent information on form, i.e., Jurisdiction, etc.
2. Select the desired **Ad** by placing an "X" in the box next to the item.
3. Write the amount next to the box in the *amount field* (= \$:)
4. Once you have finished with your selections make sure all amounts have been written in the appropriate *amount fields*.
5. Write the *grand total in the amount field* (= \$:)
6. Once completed please *retain a copy* for your records and *mail* the original form to:
Attn: Caron Dean Watkins, 2018 WIC Souvenir Journal, Church of God in Christ WIC,
930 Mason Street, Memphis, TN 38126 *or* P.O. Box 1052, Memphis, TN 38101

ONLINE CREDIT CARD PAYMENTS AND MANUAL PAYMENTS PROCESSING:

1. Fill out pertinent information on the form, i.e., Name, etc. (Note: Name as appears on card).
2. Select the *credit card* you will use for payment.
3. Enter *grand total* from the Souvenir Journal Summary Sheet in the *Souvenir Ads Comp field*. **Note: A \$5.00 processing fee is applicable to all credit card charges.**
4. Online: the system will calculate "Total Charge" **or** Manually: write in total charges.
5. Online signatures are acceptable. Please save and email completed form to souvenirwic@cogic.org
6. Manual: Please sign and date the form. Fax form to: (901) 775-5000. *Note: Please retain a copy for your records.*
7. **PLEASE DO NOT MAIL IN CREDIT CARD FORM**

For questions, please call Caron Dean Watkins at (888) 673-7208, Ext. 7
or by email: souvenirwic@cogic.org