



## SOUVENIR JOURNAL FORMS INSTRUCTIONS

**Please follow the instructions for filling out the forms:**

### **TO SUBMIT "ADS/COMPLIMENTS" FORM ONLINE:**

Please download the desired form from the website [cogic.org/womensdepartment/](http://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. Notice the *grand total amount field* (= \$:) the system will calculate your total.
6. Once completed *save* and *email* the updated form along with the Ad(s) and Compliments to [souvenirwic@cogic.org](mailto:souvenirwic@cogic.org)

*Note: Please follow the instructions below if paying with a credit card.*

### **TO PRINT "ADS/COMPLIMENTS" 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, 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 *ADS & COMPLIMENTS FORM in the Souvenir Ads/ Compliments field* **Note: A \$5.00 processing fee is applicable per credit card transaction.**
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](mailto: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 CREDIT CARD FORM**

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