## Order form for WI Diaries for the Year 2021 – both 'Pocket' and 'A5' size

Please order 2021 WI Diaries for your WI members on the form below.

We realise that with WIs not meeting at the moment sorting out the diaries order will not be straightforward.

We suggest WIs appoint a 'Diaries Rep' to get the word round and act as a remote contact for members' orders and to receive payment cheques (made out to YOUR WI) for those orders, communicating with your WI Treasurer about the receipt of these cheques (the Rep could of course be the Treasurer).

It is fine for the Rep to receive orders via email or over the phone but they must ensure that they have also received payment to back up the order before sending in the order form below to CWFWI.

Cheques are valid for six months; so even if the members' cheques cannot be banked straight away, they will act as assurance that the WI will still be reimbursed after the bulk diaries order (and bulk diaries cheque, made out to CWFWI) is processed. Please explain to members that the banking of their cheques may take some time because of the coronavirus lock down.

Please do not send members' individual cheques made out to your WI with this form to place your bulk order.

We ask that WIs make out a cheque from their WI to CWFWI for the total number of diaries ordered.

It would be appreciated if the bulk WI diaries order could be sent to the WI Office in Kendal by the closing date of 31 July 2020. The office is shut at the moment but the post is secure and being regularly collected so this is a safe way of getting the orders to us.

Bulk diary orders will be made up as soon as the diaries are received from NFWI (we anticipate at the beginning of September 2020) and will be distributed to WIs at Federation events, when Trustees or WI Advisers attend WI meetings, or will be available to pick up from the reopened WI Office in Kendal.

✂……

**WI Name:.....**

Diaries Rep contact details: Name:……..…

Email: …… Telephone: ……..……

wishes to order the following:

**2021 WI Diaries** ..... at **£5.10 each**

**2021 WI Diaries – A5 size** …… at **£10.00 each**

**Total Order** **£**

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**Cheque enclosed made payable to C.W.F.W.I.**

**This form should be returned to WI Office, Masonic Hall, Station Road, Kendal, LA9 6BT, by 31 July 2020. These details can be sent by email but unfortunately the order cannot not be placed until a cheque has been received in the post.**