

Missouri Grand York Rite - Dues Card Order Form Instructions

The Missouri Grand York Rite Dues Card Order Form is intended to be used by the Secretary/Recorder of the Missouri York Rite bodies for the ordering of dues cards.

Orders may be placed at any time. Please place your annual order for dues card sheets well in advance of your anticipated dues notice mailing to provide adequate time for printing and shipping. If you run out of cards due to unanticipated circumstances, then you can order additional dues card sheets. If you accidentally mess up your dues card sheets, then you can order replacement dues card sheets (unfortunately, you will have to pay for them again).

You are encouraged to order enough dues cards for your current membership plus projected new members or 10%, whichever is greater. For example, if you have 100 members, then order 22 dues card sheets ($100 + 10 = 110$ divided by $5 = 22$ sheets). Remember to round the number of dues cards that you need up to the next whole multiple of 5 (there are 5 cards per sheet). For example, if you need 63 dues cards, then you must order 13 dues card sheets (63 must be rounded up to 65 divided by $5 = 13$ sheets).

General Instructions:

1. Complete and submit a separate order form for each York Rite body you represent.
2. Complete and submit a separate order form for each type of order needed.
3. **DO NOT combine order types or orders for different York Rite bodies.**
4. Submit a separate pre-payment check for each separate order and include the pre-payment check with the order.
5. Pre-payments for different order types for the same York Rite body may be combined.
6. **DO NOT combine pre-payments for orders from different York Rite bodies.**
7. Remit pre-payment in full with your order.
8. **Orders will NOT be shipped until the pre-payment check has been received.**
9. Dues cards are only available in sheets of 5. The cost of a sheet of 5 dues cards is \$1.25 which includes postage.

Detailed Instructions:

1. Specify the year to be printed on the dues cards in "Card Year."
 - If blank, then the order will be delayed while the Secretary/Recorder is contacted.

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2. Specify the type of dues card order in "Order Type."
 - The Initial order type is used for your annual dues card order.
 - The Additional order type is used when you need a few more cards.
 - The Replacement order type is used to request the reprint of certain dues cards that have already been printed.
 - If no box is checked or if more than one box is checked, then the order will be delayed while the Secretary/Recorder is contacted.
3. Specify which York Rite body the order is for in "Order For."
 - If no box is checked or if more than one box is checked, then the order will be delayed while the Secretary/Recorder is contacted.
4. Provide the name of the York Rite body, the body's number, and the city where the body is located (this information will be printed on the dues cards). In addition, provide your printed name (please print clearly).
5. If you want your signature applied to the dues cards, then you must mark the "Apply Signature?" YES box to indicate your authorization.
 - If your signature is on file and you are happy with the way it looks, then mark the "Signature on File" box.
 - If your signature is not on file or you want us to rescan your signature, then mark the "Signature Enclosed" box and put your signature on a separate piece of **PLAIN WHITE PAPER** - no lined paper, no colored paper, use black ink only, sign three separate times, keep plenty of space between each signature, try to make the signature about 3 inches long (we will scale your signature to fit the space on the dues card), finally do not fold the paper through your signature.
6. If you want the dues cards sequentially numbered, then you must mark the "Print Numbers on Dues Cards?" YES box.
 - For an Initial order dues card numbering starts at 1 and increments by 1 through the number of sheets ordered.
 - For an Additional order type dues card numbering starts after the last number in the Initial order sequence (we keep a record of your number sequence for each year).
 - If you want your Initial order or Additional order dues cards to be numbered starting with a specific number, then indicate that starting number in the space provided (sequentially numbered dues cards will be printed from the specified starting number through consecutive dues card sheets).

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- For Replacement order type you must specify the starting number of the first card on the first sheet (sequentially numbered dues cards will be printed from the specified starting number through consecutive dues card sheets).
 - If you need non-consecutive dues card sheets reprinted, then separate the starting numbers of each dues card sheet with a semicolon.
 - If you have a special need, then contact the Missouri Grand York Rite Office for help placing the order.
7. Specify the number of dues card sheets that you need.
 - The cost is \$1.25 per sheet (postage included).
 8. Make the pre-payment check payable to the corresponding Grand body.
 - Make the pre-payment check for a Chapter dues card order payable to the **GRAND CHAPTER OF MISSOURI**.
 - Make the pre-payment check for a Council dues card order payable to the **GRAND COUNCIL OF MISSOURI**.
 - Make the pre-payment check for a Commandery dues card order payable to the **GRAND COMMANDERY OF MISSOURI**.
 9. Send the completed dues card order form with pre-payment check to Grand York Rite of Missouri, 107 S. Williams St., Fayette, MO, 65248-1017. You may put all of your orders with their checks in the same envelope to save money on postage.
 10. Contact the Missouri Grand York Rite Office if you have any questions about ordering dues cards.
 - Phone: 660-248-5100
 - Fax: 660-248-5102
 - Email: gyr@moyorkrite.org

SPECIAL NOTICE: You may NOT use the signature of the Grand Secretary/Recorder of Missouri on dues cards without express written permission. You may NOT use the seal of any Missouri Grand York Rite body without express written permission. Any Missouri member dues card having been illegally signed or sealed will NOT be recognized as a legal membership card in Missouri.