



P • M • C Solutions

1580 W. Mitchell Street  
Fayetteville, Arkansas 72701  
(479) 575-2404  
FAX (479) 575-7420

**MEMORANDUM**

To: All Departments  
From: PMC Solutions  
Date: April 21, 2006  
Subject: Desk Calendars

Once again, it's time to order desk calendars! Please return the order form below to PMC Solutions at PRES, 1580 West Mitchell Street or fax to 5-7420. We will print only enough calendars to fill the orders we receive so take time to reserve yours today. The cost of the calendars is \$3.00 each. If the calendars are to be charged to your department, we will do a transfer upon receipt of your order. If you are paying cash, calendars must be picked up at the PMC Solutions office. Please post this notice on your department bulletin board or circulate so all employees will see the notice. The calendars will be available the last week of June.

**ALL ORDERS MUST BE RECEIVED AT PMC SOLUTIONS BY MAY 26, 2006**

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**CALENDAR ORDER FORM**

Please return to PMC Solutions, PRES or fax to 5-7420 by May 26, 2006  
Calendars are \$3.00 each

Department \_\_\_\_\_

Delivery Address \_\_\_\_\_

No. Calendars \_\_\_\_\_ Cash \_\_\_\_\_ Charge to Dept. \_\_\_\_\_

PMC Solutions P.O. # \_\_\_\_\_

Person Placing Order \_\_\_\_\_ Phone \_\_\_\_\_

Total Charge \_\_\_\_\_

Authorized Signature \_\_\_\_\_