



**Memorandum**

TO: BHHS F&R Sales Offices, Departments, TMC, TLT, and TIA  
 FROM: Kassie Erb, Fox & Roach Charities  
 RE: **22<sup>nd</sup> ANNUAL COMMUNITY SERVICE DAY 2017**

Fox & Roach Charities has designated **Thursday, October 5, 2017** as our 22<sup>nd</sup> Annual Community Service Day. **Short sleeve shirts** will be available to anyone interested in ordering.

The shirts are unisex, 100% cotton gray with purple design and will cost \$10.00 each. Checks should be made payable to **Fox & Roach Charities**. **All orders and full payment must be returned to Kassie Erb, Charities-Devon by Friday, September 15<sup>th</sup>.**

**Please have your Office Assistant place one order for your office/department.** All shirts will be delivered to your office for distribution by Monday, October 2<sup>nd</sup>.




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**Order form for 2017 Community Service Day Short Sleeve Shirts – DUE 9/15**

Name: \_\_\_\_\_ Office: \_\_\_\_\_ Office # \_\_\_\_\_

**1. Unisex 100% Cotton T-Shirt:**

Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ XL \_\_\_\_\_ 2XL \_\_\_\_\_ 3XL \_\_\_\_\_

**Grand Total Due: \$ \_\_\_\_\_ (cash or checks payable to Fox & Roach Charities)**