



SUPPLY REQUISITION

Name: _____

Date: _____

ORDER FORMS

QTY	DESCRIPTION
	PART 1 (\$1.00) FRM001
	PART 2 (\$1.00) FRM002
	PART 3 (\$2.00) FRM003
	PART 4 (\$2.00) FRM004
	PART 5 (GENERAL) FRM005
	PART 6 (ACCESSORIES) FRM006
	EVERYDAY ACCESSORY ORDER FORM
	CHRISTMAS ACCESSORY ORDER FORM
	EVERYDAY CATALOGUE
	CHRISTMAS CATALOGUE

*Please submit your supply requisition forms
to the Field Operations Department*

Email: fieldoperations@alinegreetings.com

OR

Fax: 1-800-771-7633

**Serviced stores should be labeled and orders
should be scanned. Paper orders should be
written **ONLY** in extenuating circumstances.*

RETURN/TRANSFER/SUPPLIES/MISC

QTY	DESCRIPTION
	CREDIT AND RE-BILL FORMS FRM144
	RETURN AUTH FORMS ENGLISH FRM243
	RETURN AUTH FORMS FRENCH FRM046
	STOCK TRANSFER FORMS FRM044
	RETURN ADDRESS LABELS CORNER BROOK LOCATION (NL ONLY)
	RETURN ADDRESS LABELS BRANTFORD LOCATION FRM045
	INVOICES (Part Time Only)
	EXPENSE FORMS (Full Time Only)
	NEW CUSTOMER INFORMATION FORM (NCIF)
	CREDIT CARD AUTHORIZATION One-time
	CREDIT CARD AUTHORIZATION Recurring
	REVISION DISPLAY FIXTURE ORDER FORMS
	NEW SET UP DISPLAY FIXTURE ORDER FORMS
	FIXTURE AGREEMENTS
	NEW STORE SET UP SHEETS

PLEASE NOTE:

**Only seasonal returns being shipped back
from NL accounts should be sent to the
Corner Brook location. All other provinces
should be returning their seasonal product to
the Brantford location.*

**packing tape will no longer be shipped.
Please purchase from your nearest Dollar
Store and submit receipt for expenses. PT
merchandisers claim an INVOICE with
Routing Info and FT on expense report.*

ADDITIONAL NOTES:
