



**SERVE TO
CHANGE LIVES**

Rotary Clubs of Gauteng
Rotary District 9400
**Collaborative Blanket
Drive – 2022**

PROCEDURE FOR ORDERING OF BLANKETS

As soon as you have collected your funds and are ready to order your blankets, the procedure is as follows:

Deposit your funds into the following bank account:

Account Name: ROTARY COLLABORATIVE BLANKET DRIVE
Standard Bank, Fourways Crossing (Universal Branch code: 051001)
Account No. 042407974
Ref: ***Your Club Name***

Remember to carefully reference your Club name on your proof of payment. Failure to do so causes difficulty in allocating the funds to the correct Club and delays the process.

The next steps are as follows:

1. Send an email to Debbie on rotaryblanketdrive@gmail.com with a copy to Brenda on brenda@albaco.co.za with a copy of the proof of payment with the ***FULL name of your Club, email address, contact name and mobile number of the person your Club has authorised to collect the blankets***. Should you require a Proforma Invoice for your Club records, kindly let Debbie know and she will send you one.
2. On receipt of the funds, we will issue a Purchase Order to Sesli Textiles (the blanket supplier). You will receive a copy of this via email which will double as an authorisation to collect the blankets. Full details of the collection address, telephone numbers etc. will be reflected on the Purchase Order which we will send to you.
3. When you receive your purchase order, you may then contact Sesli Textiles or John McCallum (we will specify who you need to call) to arrange a specific date and time for you to arrive at the specified collection address.
4. When collecting your blankets, please print a copy of the purchase order. This must be presented at the collection address. You will be asked to sign the relevant delivery note on collection.
5. Debbie (Operations) will process the Purchase Orders for Clubs, institutions or individuals on a ***weekly basis***, so please plan well in advance and allow a few days for processing.

Note that THIS IS NOT A DISTRICT PROJECT –
IT IS A COLLABORATIVE CLUB PROJECT WITHIN DISTRICT 9400

Please do not hesitate to contact a member of the committee should you have any queries or require any further information.

The Blanket Team

Chairman/Marketing: Steve Margo 0760302342
steve_margo@global.co.za

Treasurer: Brenda McCallum 0823316345
brenda@albaco.co.za

Operations: Debbie Hopewell 0762824681
rotaryblanketdrive@gmail.com or debshopewell@outlook.com