

FRUIT CAKE PAYMENT INQUIRIES

At times during the fruit cake season, Civitan International receives a huge number of inquiries, often about payments. If a query does not contain all the information needed to obtain the answer, it may be put aside to be checked at a less busy time. If you have a question about fruit cake payments, please make certain your request includes the following information:

Date of inquiry:

REQUIRED information:

Store chain:

Store number(s):

Club name:

Club number:

Your name:

Daytime phone number:

Home phone number:

Information that can help:

Your e-mail address:

Invoice/receipt number:

Invoice/receipt date:

Number of pounds:

Delivery or pickup:

Is a store DSD receipt available:

Is an alternate receipt available:

Have you sent a copy of the receipt(s) to Civitan International:

If yes, what date:

Comments:

Mail to: Civitan International Revenue Office • Box 130744 • Birmingham, AL 35213.
Fax: (205) 592-6307 • If you call (205) 591-8910, ext. 104, please have the information above available.
Make copies locally. This form is available for downloading and printing at www.civitan.org/fcake