



Chapter Charter Order Form

Directions:

1. Member should fill out form completely.
2. Make check or money order payable to Alpha Phi Alpha Fraternity, Incorporated.
3. Keep a copy for your records.
4. A receipt will be in Alpha MX

BILLING/SHIPPING INFORMATION

Chapter Name: _____ Key Number : _____

Address: _____

City, State Zip: _____

Home Telephone: _____ Email Address: _____

C/O: _____

Quantity	Description	Unit Price	Total
	Duplicate Chapter Charter	\$250.00	
	Subtotal		
	Shipping		\$35.00
	Balance Due		\$285.00

CREDIT CARD PURCHASES VISA, AMEX AND MASTERCARD	
NAME AS IT APPEARS ON CARD	_____
NUMBER	_____
EXP. DATE:	_____
CVV (3-DIGIT CODE):	_____

PLEASE NOTE
1. Please attach to this order form the full name of each charter member and the chapter founding date. Some chapters do not have this information on file and it will be needed to process the order.
2. If the signatures are not of file for the administration of the General President when your chapter was founded, the signatures of the current Administration will be used.
3. The charter will be shipped to the above address within 2-4 weeks after payment is processed.
4. Payment must be sent with the order form.
5. If you fail to submit the charter information and it is not on file at the Corporate Office, it will delay the processing of this order.

FOR OFFICE USE ONLY
TRANSACTION DATE: _____
PROCESSED BY: _____
DATE PROCESSED: _____
REMITTANCE NO: _____