

**Poverty Bay Sail & Power Squadron**  
**Duane Quande FriendShip Award**

**Procedure for Adding Award Names to Plaque, Storage, and Display**

The plaque was purchased and paid for in January 2014. The price included engraving of 12 prepaid plates. The name plates on the plaque are magnetic and can easily be removed for engraving without transporting the entire plaque.

It is intended that the plaque will be on display at all general meetings – along with other awards in such manner as determined by the E-Board. The custodian of the plaque, along with other awards retained by the squadron, will be the Administrative Officer. The plaque, and other awards, will be protectively wrapped and packaged in waterproof containers and have an allocated space in the storage facilities acquired or used by the squadron for materials and supplies. The administrative officer (or his/her delegate) is responsible to bring the awards to the general meeting and set up the display.

The administrative officer (or his/her delegate) is responsible to have the plaque engraving done in time for presentation at the Change of Watch each year that an award is made by the E-Board. The award will be presented by the outgoing Commander at the Change of Watch.

The vendor for engraving the plaque plates is Image Masters, Inc; 819 14<sup>th</sup> Street N.E., Auburn, Washington 98002 Phone 253-939-5868 or 800-356-7686 fax 253-939-4528-- e-mail [imagemasters@qwestoffice.net](mailto:imagemasters@qwestoffice.net)

A scanned copy of the invoice is attached to this document.

**EMAGE**  
**MASTERS, INC.**

RUBBER STAMPS  
 &  
 ENGRAVED PRODUCTS

819 - 14th STREET N.E.  
 AUBURN, WA. 98002  
 Phone: (253) 939-5868  
 1-800-356-7686  
 24 Hour Fax: (253) 939-4526  
 Email: imagemasters@qwestoffice.net

remit to PO Box 735 Auburn, WA 98071

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INVOICE # 111505 INVOICE DATE 01/15/14 DUE DATE 02/14/14

ORN1388  
 POVERTY BAY SAIL & POWER  
 ATTN: ACCTS PAYABLE  
 WILL CALL  
 RICH RUTKOWSKI 833-1393

Ship To/Remarks

PAYMENT TERMS NET30

YOUR PO

ITEM DESCRIPTION	QUANTITY		UNIT PRICE	EXT. AMOUNT
	ORDERED	SHIPPED		
APT205D-BK POCKET 12 MONTH PLQ Item #: 19	1.0	1.0	185.0000	185.00
THIS INCLUDES PHOTO AND 12 PREPAID PLTS				
THANK YOU FOR YOUR BUSINESS				
PLEASE PAY THIS INVOICE				
NO STATEMENT TO BE SENT				

SUB TOTAL 185.00  
 SALES TAX 17.58  
 TOTAL DUE 202.58

THANK YOU FOR YOUR BUSINESS