

TO:	Doctor of Chiropractic Graduating Class August 2014
FROM:	Charles Feltmann, Director of Purchasing & GSS, Manager Purser Center
DATE:	August 2014
RE:	Graduation Invitations and Announcements

Attached is a sample of how the Personalized Invitation and Announcement will read. Please note that your name **will be imprinted on the Invitation or Announcement.** The Invitation reads, "The honor of your company is requested". The Announcement <u>does not</u> include this. The Announcement is used mostly to send to people whom you know would not be able to attend your graduation, yet whom you would like to know of your graduation.

You can order Invitations and/or Announcements on-line by going to the link below: <u>www.herffjones.com/college/logan</u>

The Personalized Announcement or the Personalized Invitations require a minimum order of 25 at a price of \$49.00*. Additional packs of 5 are \$9.80.

* Prices subject to change without notification.

(Sample wording on back)

SAMPLE PERSONALIZED INVITATION

The Board of Trustees, Administration, Faculty, and Graduating Class of Logan University are pleased to announce that (your name) is a candidate for the degree of Doctor of Chiropractic The honor of your company is requested at the One hundred and seventy-fourth Commencement Exercise Saturday, the twenty-third of August, the year Two thousand and fourteen at ten o'clock in the morning

> William D. Purser, DC Center Logan University 1851 Schoettler Road Chesterfield, Missouri 63017

Reception immediately following

SAMPLE PERSONALIZED ANNOUNCEMENT

The Board of Trustees, Administration, Faculty, and Graduating Class of Logan University are pleased to announce that (your name) is a candidate for the degree of Doctor of Chiropractic at the One hundred and seventy-fourth Commencement Exercise Saturday, the twenty-third of August, the year Two thousand and fourteen

> William D. Purser, DC Center Logan University 1851 Schoettler Road Chesterfield, Missouri 63017

IMPRINT:

SAMPLE NAME IMPRINT:

SAMPLE NAME

(Full Name) Charles Henry Feltmann

(Middle Initial) Charles H. Feltmann