

**EWI OF DES MOINES
2018 MONTHLY DINNER FEE STATEMENT**

1. PLEASE COMPLETE THE FOLLOWING INFORMATION:

Member Firm: _____

Representative(s): _____

Amount being paid: _____

2. PAYMENT OPTIONS: (Please check your choice of payment options)

- **Annually \$330** – Send to our Treasurer, Laura Montgomery (Hubbell Realty Company - 6900 Westown Pkwy, West Des Moines, IA 50266)
- **Quarterly** – Send to Sergeant-At-Arms, Jessinda Madonia (Bankers Trust – 717 7th Street, Des Moines, IA 50309), in advance of each quarter. Please include a copy of this form with each quarterly payment you make.
 - 1st Quarter \$90
 - 2nd Quarter \$90
 - 3rd Quarter \$60
 - 4th Quarter \$90
- **Monthly \$30** – Send to Sergeant-At-Arms (Jessinda Madonia) each month.

3. PAYMENT DETAILS:

- Quarterly and Monthly payment options must be mailed or given to our Sergeant-At-Arms: Jessinda Madonia (Bankers Trust – 717 7th Street, Des Moines, IA 50309).
- The Annual payment option must be paid by Thursday, December 31, 2017 and sent to Laura Montgomery - Treasurer (Hubbell Realty Company - 6900 Westown Pkwy, West Des Moines, IA 50266).

ALL CHECKS MUST BE MADE PAYABLE TO: EWI

4. DISCLAIMERS:

- No refunds are provided.
- The above fees do not include the September Executive Night Dinner; that event will be invoiced separately.

5. RSVPS and RESPONSIBILITIES:

- Please remember that all Representatives **MUST** register online at <http://www.ewidsm.org>.
- Representatives paying monthly or quarterly **MUST** complete the monthly form from the newsletter and mail it along with your check to Jessinda Madonia by the reservation deadline.
- Representatives bringing a guest **MUST** register the guest online and mail the payment to Jessinda Madonia by the reservation deadline.
- **Cancellation Policy:** If you have registered but are unable to attend, you **MUST** notify Jessinda Madonia before the reservation deadline in order to receive a refund or credit.
- Even if you pay annually, you will need to RSVP online. If you do not register online, you may not be counted. If you choose the annual or quarterly payment option, even if you cancel in advance, there will be no transfer of the meal to another member and no credit will be issued.