

ATTACHMENT A

EMAIL FORMAT FOR ORDERING MOPH PLAQUE

STEP ONE – CHAPTER

[Requests plaque – create an email using this format]

From: Chapter e-mail address
To: pidi1955@yahoo.com
Cc: manager@mophproducts.com

Subj: MOPH First Responder Memorial Plaques

Please produce a MOPH Plaque based on this information:

Type Plaque: (Choose applicable plaque)

Killed in the Line of Duty [Law Enforcement] or [Fire/Rescue/others]

OR

Wounded/Injured in the Line of Duty [Law Enforcement] or [Fire/Rescue/others]

Date of Incident:
Recipient's Name:
Title:
Department:
City/State:

Ship plaque to: [Chapter address]

Chapter contact: [Name and phone number]

STEP TWO – NATIONAL COORDINATOR

[Approves and forwards message]

From: pidi1955@yahoo.com
To: manager@mophproducts.com
Cc: supply@purpleheart.org
Chapter e-mail address
Request approved.

STEP THREE – PERSONALIZED JUST FOR YOU

[Ships plaque to requester and sends invoice and National Coordinator's approving email to MOPH HQ (Supply Room) for payment.]

COST OF EACH PLAQUE: \$39.50
