

October 15, 2010

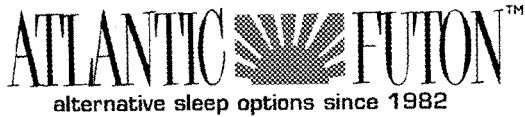
To: Kim Rhodes
Fiscal Services

From: Carolyn Herring, Fiscal Administrator
Albemarle High School

Ref: Donation letter

Please find attached an invoice showing the value of a chair that was donated to the Post High program of Albemarle High School from Atlantic Futon. Could you please take this before the School Board for a donation letter?

Best Regards.



421 West Main St.
Charlottesville, VA. 22903
Tel (434) 295-3410
Fax (434) 979-0171

SALES ORDER

Order No 17955
Order Date 10/8/2010
Sold By Andrew Levine

SOLD TO:	Paula Fallon Albemarle County Post High VA Phone 434-977-4610 Bus Ph Mobile Ph
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SHIPPED TO:	Paula Fallon Albemarle County Post High VA Phone 434-977-4610 Bus Ph Mobile Ph
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PO #	DEL	Qty	Ord	Description	Price	Extended
		1		Comfort Research Fuf Chair Medium Twill	\$199.00	\$199.00

Futon Tips

- Tighten your frame every few months. A tighter fit will prolong its life, especially if you are converting it a lot.
- Flip and rotate your mattress, especially if there is natural fiber in it (with the exception of our no flip mattress).
- Use the gripper given to you with your frame and mattress.
- If you have any trouble getting your futon to fit into your frame, bend the mattress and walk across it with your knees. If you still have trouble, call one of our experts.
- Follow the cleaning instructions on the tag inside your cover.
- Enjoy your new futon.

Atlantic Futon Return Policy

- There are no returns on special order items.
- Futon mattresses are not returnable.
- There is a 20% restocking fee on frames that are returned in their original packaging with all hardware.
- There is no charge for parts as long as they are available, but shipping and labor charges apply after one year.

BUYER AUTHORIZES ABOVE ORDER

X

MERCHANDISE RECEIVED
IN GOOD CONDITION

X

HOW PAID	DATE PAID	AMT PAID
Donation	10/8/2010	\$208.95

SUBTOTAL:	\$199.00
DELIVERY:	\$0.00
TAX:	\$9.95
INVOICE TOTAL:	\$208.95
AMOUNT PAID:	\$208.95
TOTAL DUE:	\$0.00