

Did you Know: Promotional Item Contract and Delivery of Shipments

Did You Know:

- A contract is in place with **Divine Line** for promotional items. All promotional item purchases (items containing CSN's Logo or name) on the P-Card should be ordered through this company. Prior commodity approval is required for each order with printing of the CSN logo or name. Email Charlene Reeves-Marketing & Communication (charlene.reeves@csn.edu) for assistance with your order and prior commodity approval.
 - **Divine Line**
Phone: 702-561-7606
Contact Email: tcoons94@me.com
Web Address: www.divineline.me
- Important information regarding delivery of shipments. Goods ordered on the P-Card may only be shipped to a valid CSN address. Cardholder's last name, sort code and four-digit phone extension should appear on all shipments, see example:

John Q. Public
3200 East Cheyenne Ave.
Sort Code ABC123
North Las Vegas, NV 89030-1234
Phone ext: 4458

We appreciate your time in reading this email. Any questions, please feel free to reach out to the P-Card Team.