

Société Honoraire de Français

H. Todd Knox, Exec. Sec.

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Important Information! Please Read Carefully and File for Future Reference

Orders for SHF should be mailed to H. Todd Knox at the above address not to AATF National Headquarters in Illinois. AATF handles their Materials separately from SHF. The former SHF address, PO Box 44347, Lafayette, LA 70504 has been closed since August 25, 2006.

You must fill out an SHF order form even if you are sending a School Purchase Order, and many schools do require a PO. It is a very good idea to check with your business department about this!

Business Hours of Operation

7:30 AM – 5:30 PM CENTRAL STANDARD TIME Monday through Friday

Order early making every attempt to avoid last minute orders! Second and third orders are not handled before 1st time orders and may be late getting to you. NO, e-mail orders!!

Holiday Closures

October 8 – October 22, 2009 Personal Vacation

November 23 – 27, 2009 Thanksgiving

December 21, 2009 – January 4, 2010 Christmas

February 15– 17, 2010 Mardi Gras

April 2 – 9, 2010 Easter Break

June 15, 2010 Last day for orders for 2009-2010

BILLING:

You should state on the order form where the bill is to be sent. We have had a big problem getting payment from a large number of schools. For most sponsors the problem has been that we send the invoice to the teacher if we do not receive other billing instructions. If you receive an invoice (bill) with the order, this is your bill for the materials and you **MUST** see that it is paid! In some instances we have sent the invoice 3 and 4 times and still have not received payment. Payment is due within 30 days of receipt of invoice, which is always included with the materials shipped! **We will no longer fill an order if you have an outstanding balance from the previous year.**

YOU MUST FILL OUT AND SEND AN SHF ORDER FORM EVEN IF YOUR SCHOOL BUSINESS OFFICE OR SCHOOL BOARD BUSINESS OFFICE SENDS A PURCHASE ORDER. Many schools require Purchase Orders before an order can be made and I have been informed that I should not accept orders unless accompanied by a Purchase Order. Thus, you should check your school's policy before deciding on making an order.

NOTE: If your invoice is not paid within 30 days of receipt, there will be a \$5.00 fee for extra handling.