

Legion of Mary
Arlington Regia
www.arlingtonregia.com

MATERIALS REQUESTS TO THE ARLINGTON REGIA

From the Edel Quinn House, a two-room office space, the Arlington Regia stocks and distributes materials used for Legion activities for the benefit of its *directly attached* councils and praesidia. Limiting buyers to this circle keeps servicing and accounting to manageable levels; however, exceptions are considered. As a large council, the Regia sells self-produced items to other large councils in bulk. Some specialty items, such as videos, are sold to individuals. Directly attached councils should purchase sufficient quantities from the Regia, or other sources, to service their needs and those of their directly attached councils/praesidia. Vendor sources will be provided upon request.

Some things to keep in mind:

Volume buying: The Regia takes advantage of discount pricing offered to volume buyers and passes those savings on to all. Regia supplier lists are provided to councils, and each supplier's discount thresholds are noted. When councils request any single item in sufficient volume so as to entitle them to the supplier's discount, councils may be requested to place those orders directly with the supplier rather than exhaust Regia's limited stock.

Order forms are updated periodically and prices are subject to change. Excel format is available and assists in calculations.

Making requests:

- Place orders by *phone, fax, mail* (below), or *email* to orders@arlingtonregia.com. The Order Request form is updated periodically, and all prices are subject to change. The electronic version, emailed to treasurers of directly attached praesidia and councils for their Regia orders, is set to calculate order costs.
- Edel Quinn House is *generally manned Saturdays*, but please call before arriving. It is staffed sporadically at other times.
- Stock items brought to monthly Regia meetings for purchase are generic to Legion supplies. Specific needs should be requested in advance.
- Orders are processed upon receipt and held for *delivery to the monthly Regia meeting* unless posting is requested. Please place orders by Friday evenings before a Regia meeting. The most economical posting method is chosen unless otherwise requested.
- *Plan ahead*. When stock is low, Regia may limit your purchase. Allow three to six weeks delivery for out of stock items.

Specialty items:

Items supplied by Concilium (mostly Legion saint publications and altar supplies) must be ordered through the Regia. Regia produced items (Legion videos, some printed materials) are sold to a broader audience than the Regia.

Payment:

- Please *pay promptly*, but no later than the following Regia meeting.
- *Checks* are preferred to cash. Make checks payable to *Arlington Regia*. If paying in cash, exact amount is appreciated, and please wait for a receipt.
- Place check payments in your praesidium/council *envelope provided* at the Regia meeting, or mail check to the address below. Please *do not* mail payments to officers' homes. Checks should clearly reference the praesidium/council name and invoice number(s) it covers.