

<b>SUBJECT: Board of Directors</b>		Standard Operating Procedure #3
Date: May 2011	<b>PREPARED BY:</b>	Allen Foundation Series
Page 1		<b>APPROVED BY:</b> John Doe Manager

## PROCEDURE

### Monthly

The meetings of the Memorial Foundation Board of Directors are usually held at 12 p.m. on the third Wednesday of each odd month in the Allen Hospital Board Room.

1. One week before the meeting:
  - a. Fill out a "Special Function Request" form (found in the left lateral file drawer under Special Function Request forms) and send a copy to the dietary.
2. Wednesday before the meeting: Give John a draft of the Board agenda. (Found in Word: Board Meetings)
3. Friday before the meeting:
  - a. Send out the board packet. John and Jane receive financial information (supplied by Jane in finance). Include a report from dir. of dev., VP of inst. adv., dev. asst., college chancellor, Planned Giving Committee, pres/CEO of hosp., financials, minutes.
  - b. Put originals in the Foundation book.
4. Day before the meeting:
  - a. Call each Board member to see if he/she will be attending.
  - b. Call dietary by 8:30 a.m. the day of the meeting with the exact number of attendees so they can plan the lunch (include those Board members who plan to attend, John, Joe and yourself, as well as any guests).
  - c. You are to eat with the Board and take minutes at the meeting, which follows.
5. Following the meeting:
  - a. Type the minutes and have the staff review them.
  - b. Have the secretary/treasurer sign the minutes at the next meeting.
  - c. Make copies for all Board members to send out in the packet.
  - d. Put the original minutes in the Foundation notebook.

# Sample Receiving Standard Operating Procedure Manual Template

**F Rizvi**



## **Sample Receiving Standard Operating Procedure Manual Template:**

Thank you categorically much for downloading **Sample Receiving Standard Operating Procedure Manual Template**. Most likely you have knowledge that, people have seen numerous periods for their favorite books when this Sample Receiving Standard Operating Procedure Manual Template, but stop up in harmful downloads.

Rather than enjoying a good book gone a cup of coffee in the afternoon, then again they juggled afterward some harmful virus inside their computer. **Sample Receiving Standard Operating Procedure Manual Template** is available in our digital library an online access to it is set as public thus you can download it instantly. Our digital library saves in combined countries, allowing you to acquire the most less latency period to download any of our books as soon as this one. Merely said, the Sample Receiving Standard Operating Procedure Manual Template is universally compatible following any devices to read.

[https://crm.avenza.com/book/detail/fetch.php/nissan\\_juke\\_awd\\_manual.pdf](https://crm.avenza.com/book/detail/fetch.php/nissan_juke_awd_manual.pdf)

## **Table of Contents Sample Receiving Standard Operating Procedure Manual Template**

1. Understanding the eBook Sample Receiving Standard Operating Procedure Manual Template
  - The Rise of Digital Reading Sample Receiving Standard Operating Procedure Manual Template
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Receiving Standard Operating Procedure Manual Template
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in a Sample Receiving Standard Operating Procedure Manual Template
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Receiving Standard Operating Procedure Manual Template
  - Personalized Recommendations

## **Sample Receiving Standard Operating Procedure Manual Template**

---

- Sample Receiving Standard Operating Procedure Manual Template User Reviews and Ratings
- Sample Receiving Standard Operating Procedure Manual Template and Bestseller Lists
- 5. Accessing Sample Receiving Standard Operating Procedure Manual Template Free and Paid eBooks
  - Sample Receiving Standard Operating Procedure Manual Template Public Domain eBooks
  - Sample Receiving Standard Operating Procedure Manual Template eBook Subscription Services
  - Sample Receiving Standard Operating Procedure Manual Template Budget-Friendly Options
- 6. Navigating Sample Receiving Standard Operating Procedure Manual Template eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Receiving Standard Operating Procedure Manual Template Compatibility with Devices
  - Sample Receiving Standard Operating Procedure Manual Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Receiving Standard Operating Procedure Manual Template
  - Highlighting and Note-Taking Sample Receiving Standard Operating Procedure Manual Template
  - Interactive Elements Sample Receiving Standard Operating Procedure Manual Template
- 8. Staying Engaged with Sample Receiving Standard Operating Procedure Manual Template
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Receiving Standard Operating Procedure Manual Template
- 9. Balancing eBooks and Physical Books Sample Receiving Standard Operating Procedure Manual Template
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Receiving Standard Operating Procedure Manual Template
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Receiving Standard Operating Procedure Manual Template
  - Setting Reading Goals Sample Receiving Standard Operating Procedure Manual Template
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Receiving Standard Operating Procedure Manual Template
  - Fact-Checking eBook Content of Sample Receiving Standard Operating Procedure Manual Template

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

### Sample Receiving Standard Operating Procedure Manual Template Introduction

In the digital age, access to information has become easier than ever before. The ability to download Sample Receiving Standard Operating Procedure Manual Template has revolutionized the way we consume written content. Whether you are a student looking for course material, an avid reader searching for your next favorite book, or a professional seeking research papers, the option to download Sample Receiving Standard Operating Procedure Manual Template has opened up a world of possibilities. Downloading Sample Receiving Standard Operating Procedure Manual Template provides numerous advantages over physical copies of books and documents. Firstly, it is incredibly convenient. Gone are the days of carrying around heavy textbooks or bulky folders filled with papers. With the click of a button, you can gain immediate access to valuable resources on any device. This convenience allows for efficient studying, researching, and reading on the go. Moreover, the cost-effective nature of downloading Sample Receiving Standard Operating Procedure Manual Template has democratized knowledge. Traditional books and academic journals can be expensive, making it difficult for individuals with limited financial resources to access information. By offering free PDF downloads, publishers and authors are enabling a wider audience to benefit from their work. This inclusivity promotes equal opportunities for learning and personal growth. There are numerous websites and platforms where individuals can download Sample Receiving Standard Operating Procedure Manual Template. These websites range from academic databases offering research papers and journals to online libraries with an expansive collection of books from various genres. Many authors and publishers also upload their work to specific websites, granting readers access to their content without any charge. These platforms not only provide access to existing literature but also serve as an excellent platform for undiscovered authors to share their work with the world. However, it is essential to be cautious while downloading Sample Receiving Standard Operating Procedure Manual Template. Some websites may offer pirated or illegally obtained copies of copyrighted material. Engaging in such activities not only violates copyright laws but also undermines the efforts of authors, publishers, and researchers. To ensure ethical downloading, it is advisable to utilize reputable websites that prioritize the legal distribution of content. When downloading Sample Receiving Standard Operating

Procedure Manual Template, users should also consider the potential security risks associated with online platforms. Malicious actors may exploit vulnerabilities in unprotected websites to distribute malware or steal personal information. To protect themselves, individuals should ensure their devices have reliable antivirus software installed and validate the legitimacy of the websites they are downloading from. In conclusion, the ability to download Sample Receiving Standard Operating Procedure Manual Template has transformed the way we access information. With the convenience, cost-effectiveness, and accessibility it offers, free PDF downloads have become a popular choice for students, researchers, and book lovers worldwide. However, it is crucial to engage in ethical downloading practices and prioritize personal security when utilizing online platforms. By doing so, individuals can make the most of the vast array of free PDF resources available and embark on a journey of continuous learning and intellectual growth.

### FAQs About Sample Receiving Standard Operating Procedure Manual Template Books

**What is a Sample Receiving Standard Operating Procedure Manual Template PDF?** A PDF (Portable Document Format) is a file format developed by Adobe that preserves the layout and formatting of a document, regardless of the software, hardware, or operating system used to view or print it. **How do I create a Sample Receiving Standard Operating Procedure Manual Template PDF?** There are several ways to create a PDF: Use software like Adobe Acrobat, Microsoft Word, or Google Docs, which often have built-in PDF creation tools. Print to PDF: Many applications and operating systems have a "Print to PDF" option that allows you to save a document as a PDF file instead of printing it on paper. Online converters: There are various online tools that can convert different file types to PDF. **How do I edit a Sample Receiving Standard Operating Procedure Manual Template PDF?** Editing a PDF can be done with software like Adobe Acrobat, which allows direct editing of text, images, and other elements within the PDF. Some free tools, like PDFescape or Smallpdf, also offer basic editing capabilities. **How do I convert a Sample Receiving Standard Operating Procedure Manual Template PDF to another file format?** There are multiple ways to convert a PDF to another format: Use online converters like Smallpdf, Zamzar, or Adobe Acrobats export feature to convert PDFs to formats like Word, Excel, JPEG, etc. Software like Adobe Acrobat, Microsoft Word, or other PDF editors may have options to export or save PDFs in different formats. **How do I password-protect a Sample Receiving Standard Operating Procedure Manual Template PDF?** Most PDF editing software allows you to add password protection. In Adobe Acrobat, for instance, you can go to "File" -> "Properties" -> "Security" to set a password to restrict access or editing capabilities. Are there any free alternatives to Adobe Acrobat for working with PDFs? Yes, there are many free alternatives for working with PDFs, such as: LibreOffice: Offers PDF editing features. PDFsam: Allows splitting, merging, and editing PDFs. Foxit Reader: Provides basic PDF viewing and editing

## **Sample Receiving Standard Operating Procedure Manual Template**

capabilities. How do I compress a PDF file? You can use online tools like Smallpdf, ILovePDF, or desktop software like Adobe Acrobat to compress PDF files without significant quality loss. Compression reduces the file size, making it easier to share and download. Can I fill out forms in a PDF file? Yes, most PDF viewers/editors like Adobe Acrobat, Preview (on Mac), or various online tools allow you to fill out forms in PDF files by selecting text fields and entering information. Are there any restrictions when working with PDFs? Some PDFs might have restrictions set by their creator, such as password protection, editing restrictions, or print restrictions. Breaking these restrictions might require specific software or tools, which may or may not be legal depending on the circumstances and local laws.

### **Find Sample Receiving Standard Operating Procedure Manual Template :**

[nissan juke awd manual](#)

*nissan silvia 200sx s13 full service repair manual 1988 1993*

**nissan maxima 2013 factory service repair manual**

[nissan sentra owners manual 2009](#)

**nissan navara d22 workshop repair manual all 2001 2006 models covered**

**nissan patrol 2011 factory service repair manual**

*nissan hardbody 4x4 manual transmission*

[nissan k11 workshop manual](#)

**nissan primastar engine manual**

~~nissan nx 1991 1995 workshop repair service manual~~

~~nissan maxima 1995 1999 a32 service repair manual~~

**nissan maxima full service repair manual 2007**

**nissan quest complete workshop repair manual 2009 2010**

**nissan pathfinder complete workshop repair manual 2011 2012**

[nissan maxima maintenance manual](#)

### **Sample Receiving Standard Operating Procedure Manual Template :**

**alistairmaclean com the writings and films of alistair maclean** - May 18 2023

web the writings films of alistair maclean latest update oct 2023 my review of the film the way to dusty death one of the all time great thriller writers alistair maclean has long been a favorite of mine i set up this site to share my views about his



books and the films based on them

*ice station zebra novel wikipedia* - Mar 16 2023

web ice station zebra is a 1963 thriller novel written by scottish author alistair maclean it marked a return to maclean s classic arctic setting after completing this novel whose plot line parallels real life events during the cold war maclean retired from

*alistair maclean wikipedia* - Oct 23 2023

web alistair stuart maclean scottish gaelic alasdair macgill eain 21 april 1922 2 february 1987 was a scottish novelist who wrote popular thrillers and adventure stories many of his novels have been adapted to film most notably the guns of navarone 1957 and ice station zebra 1963

**the untold story behind alistair maclean the herald** - Apr 17 2023

web dec 4 2021 alistair maclean a man who would go on to find fame and fortune a cliché but perfectly appropriate with novels such as where eagles dare and the guns of navarone

*hms ulysses novel wikipedia* - Feb 15 2023

web hms ulysses was the debut novel by scottish author alistair maclean originally published in 1955 it was also released by fontana books in 1960 maclean s experiences in the royal navy during world war ii provided the background and the arctic convoys to murmansk provided the basis for the story which was written at a publisher s

*alistair maclean book series in order* - Sep 22 2023

web alistair maclean was one of the popular scottish novelists who used to write thrillers and adventure novels his writing career includes a total of 29 bestselling novels which helped him to be recognized among the outstanding writers of his time

**books by alistair maclean author of where eagles dare goodreads** - Aug 21 2023

web alistair maclean has 323 books on goodreads with 248124 ratings alistair maclean s most popular book is where eagles dare

**in praise of alistair maclean and the male romance** - Jun 19 2023

web feb 13 2018 it was where eagles dare by alistair maclean i was home from school sick with something that kept me snuffling under a snowdrift of rumpled tissues and had read every book on my shelf

**alistair maclean the gaelic speaking highlander whose heroics** - Jan 14 2023

web dec 27 2021 mclean s life and times are being documented in a new programme alistair maclean never had any pretensions about his literary talent even though many of his books became international

*alistair maclean author of where eagles dare goodreads* - Jul 20 2023

web feb 07 2012 10 41am about alistair maclean alistair stuart maclean scottish gaelic alasdair macgill eain the son of a

scots minister was brought up in the scottish hig

supplementary trigonometry exercise problems city university - Nov 28 2022

web 70 trig section 1 2 the trigonometric ratios multiple choice find the value of the indicated trigonometric function of the angle  $\hat{O}$  in the figure give an exact answer with a rational denominator find  $\cot \hat{O}$  use the given triangles to evaluate the expression rationalize all denominators 8  $\tan 30$  9  $\csc 60$  10  $\tan 45$  11  $\cot 60$

**unit circle practice radians quiz purposegames** - Jun 23 2022

web sep 6 2023 unit circle practice radians by sarahckelly 1 135 945 plays 16 questions 40 sec english 16p 26 4 07 you not rated tries unlimited last played september 6 2023 06 26 pm there is a printable worksheet available for download here so you can take the quiz with pen and paper remaining 0 correct 0 wrong 0 press

unit circle matching quiz purposegames - Feb 17 2022

web feb 22 2022 unit circle matching quiz information this is an online quiz called unit circle matching you can use it as unit circle matching practice completely free to play there is a printable worksheet available for download here so you can take the quiz with pen and paper currently most played

*unit circle basics 460 plays quizizz* - Sep 26 2022

web 7th 10th unit circle basics quiz for 9th grade students find other quizzes for mathematics and more on quizizz for free

**the unit circle practice test questions chapter exam** - May 03 2023

web test and improve your knowledge of the unit circle with fun multiple choice exams you can take online with study com

*unit circle 1k plays quizizz* - Apr 02 2023

web 17 questions copy edit show answers see preview multiple choice 30 seconds 1 pt the unit circle has center at 1 1 has a circumference of 1 has a diameter of 1 has a radius of 1 multiple choice 30 seconds 1 pt the hypotenuse of any right triangle from the center of the unit circle to an edge is always 1  $\sqrt{2}$  2  $\sqrt{3}$  2 1 2 multiple choice

**trigonometry functions and unit circle test study guide** - May 23 2022

web trigonometry functions and unit circle test study guide test covers given a right triangle find 6 trig functions given the value of one trig ratio find the other 5 trig ratios given a point on the unit circle find the 6 trig ratios relative to the angle formed solve right triangles find arc lengths and sector areas of circles

**unit circle game interactive quiz on unit circle radians degrees** - Mar 01 2023

web unit circle lesson game directions 0 0 0 0 3 2 12 3 2 1 2 2 2 2 2 2 2 12 3 2 1 2 3 2 0 1 0 1 12 3 2 1 2 3 2 2 2 2 2 2 2 2

**the unit circle tests math portal** - Dec 30 2022

web an angle in standard form with a measure of lies in what quadrant the point is on the unit circle find such that the point

a is on the unit circle find x such that the point a is on the unit circle the online math tests and quizzes on

[unit circle practice 4 2k plays quizizz](#) - Oct 08 2023

web unit circle practice steve venn 4 2k plays 36 questions copy edit live session assign show answers see preview multiple choice 20 seconds 1 pt based on your unit circle cos 0o 1 0 1 1 2 multiple choice 20 seconds 1 pt based on your unit circle sin 90o 1 2 0 1 1 multiple choice 20 seconds 1 pt sin 5π 3 1 2 3 2 3 2 1 2

[unit circle practice trigonometry khan academy](#) - Jul 05 2023

web for each point on the unit circle select the angle that corresponds to it click each dot on the image to select an answer created with raphaël y x a b c 1 1 1 1

[unit circle 4 3 practice quiz state college area school district](#) - Mar 21 2022

web i give the exact values of the following think unit circle cos 900 2 sin 1350 4 cos 1500 5 sin 2250 7 cos 5 π 4 8 sin 5 π q [unit circle thatquiz](#) - Sep 07 2023

web just type in the number match the radian measure to the correct position around the unit circle drag and drop your answers onto the circle 7π 6

**unit circle quiz all values purposegames** - Jul 25 2022

web nov 7 2023 unit circle quiz all values quiz information this is an online quiz called unit circle quiz all values you can use it as unit circle quiz all values practice completely free to play there is a printable worksheet available for download here so you can take the quiz with pen and paper

[unit circle 183 plays quizizz](#) - Oct 28 2022

web please save your changes before editing any questions 30 seconds 1 pt find the point on the unit circle associated with the angle 5π 3 1 2 1 2 3 2 1 2 1 2 3 2 3 2 1 2 multiple choice

[questions on unit circles in trigonometry free mathematics](#) - Jun 04 2023

web questions on unit circles in trigonometry multiple choice questions on unit circle in trigonometry with answers at the bottom of the page questions and their answers question 1 which of the following points is in the unit circle a 2 2 2 2 b 2 3 2 3 c 1 2 1 2 d 3 2 2 3 question 2

**the unit circle city university of new york** - Aug 06 2023

web multiple choice choose the one alternative that best completes the statement or answers the question the figure shows angle θ in standard position with its terminal side intersecting the unit circle evaluate sin θ and cos θ 4 csc 270 5 sin 270 8 sec 900 answer key testname the unit circle b d c d d d b c 3

**unit circle quiz purposegames** - Jan 31 2023

web aug 14 2023 a unit circle game plus signs aren t working so i used x instead the xs are in the quadrant labels unit circle

quiz information this is an online quiz called unit circle 20p multiple choice actions add to tournament add to playlist print worksheet game statistics give a nod to the creator share

*unit circle practice quizizz* - Aug 26 2022

web 7th 10th unit circle practice quiz for 8th grade students find other quizzes for mathematics and more on quizizz for free [click the unit circle quiz](#) - Apr 21 2022

web can you pick the degrees of the unit circle when given the matching angle in radians by mhershfield follow send a message see more by this creator 2m click on regions of an image quiz plays in practice mode will not be counted towards challenge completion or badge progress 02 00 give up last update mar 14 2018 editor pick

*forever chapters 21 23 summary analysis sparknotes* - Jul 19 2022

web summary chapter 21 katherine sits with michael s family at his graduation and feels glad to finally meet his parents she starts to cry when sybil s name is called and artie s is not later at michael s graduation party in his backyard katherine talks to ike and sharon and one of michael s uncles

[forever summary and study guide supersummary](#) - Aug 20 2022

web forever is a 1975 young adult novel by judy blume the novel tells the story of 18 year old katherine s sexual awakening and relationship with her first love michael the novel follows their relationship as it evolves and ultimately ends in

**forever by judy blume goodreads** - Sep 01 2023

web jan 1 2001 61 090 ratings4 611 reviews katherine and michael meet at a new year s eve party they re attracted to each other they grow to love each other and once they ve decided their love is forever they make love it s the beginning of an intense and exclusive relationship with a future all planned

**forever a novel judy blume google books** - Nov 22 2022

web forever a novel judy blume bradbury press 1975 couples 199 pages 27 reviews reviews aren t verified but google checks for and removes fake content when it s identified

*forever by judy blume books on google play* - Mar 27 2023

web a time best ya book of all time 2021 judy blume s groundbreaking novel about first relationships first love and the first time the bed is brass covered with a patchwork quilt and nice

**forever book review common sense media** - Mar 15 2022

web forever by kate pavao common sense media reviewer age 13 real look at first love and sex a teen classic book judy blume coming of age 1975 add your rating parents say age 14 13 reviews any iffy content read more talk with your kids about read more a lot or a little what you will and won t find in this book educational value

**amazon com forever 9781481414432 blume judy books** - Apr 27 2023

## Sample Receiving Standard Operating Procedure Manual Template

---

web apr 29 2014 a time best ya book of all time 2021 judy blume s groundbreaking novel about first relationships first love and the first time the bed is brass covered with a patchwork quilt and nice and firm michael says in [netflix orders series adaptation of judy blume novel forever](#) - Feb 11 2022

web nov 10 2022 by joe otterson emma feil netflix has ordered a series version of the judy blume novel forever from mara brock akil variety has learned the show was first reported as being in *forever judy blume google books* - Feb 23 2023

web apr 24 2007 forever judy blume simon and schuster apr 24 2007 juvenile fiction 192 pages there s a first for everything when you build up something in your mind really imagine it wish

**loading interface goodreads** - Apr 15 2022

web discover and share books you love on goodreads

**amazon com forever ebook blume judy kindle store** - Sep 20 2022

web apr 1 2015 judy blume was the first author to write candidly about a sexually active teen and she s been defending teenagers rights to read about such subjects ever since here blume tells a convincing tale of first love a love that seems strong and true enough to last forever katherine loves michael so much in fact that she s willing to lose her

**forever study guide sparknotes** - Oct 22 2022

web judy blume s 1975 novel forever explores the thrills and risks of a teenage couple s first sexual relationship recognizing that most novels about teenage sexuality at the time focused on scare tactics and worst case scenarios blume wrote forever for her daughter

*forever book by judy blume official publisher page* - May 29 2023

web forever by judy blume 1 describe the danziger family cite scenes and conversations in the novel that reveal how close they are as a family how are katherine and jamie different in what ways do they admire each other occasionally katherine appears jealous of jamie s many talents at what point does she realize that jamie looks up to

**judy blume forever the writer who dares to tell girls the plain truth** - May 17 2022

web apr 9 2023 judy blume forever the writer who dares to tell girls the plain truth remembered fondly by women who grew up in the 70s and 80s but still relevant today the us tween writer s best loved

[forever a novel read online free without download readanybook](#) - Jul 31 2023

web forever a novel read free ebook by judy blume in online reader directly on the web page select files or add your book in reader

**forever judy blume google books** - Jun 29 2023

web jul 10 2012 forever judy blume simon and schuster jul 10 2012 young adult fiction 208 pages a time best ya book of all

time 2021 judy blume s groundbreaking novel about first

forever by judy blume ebook scribd - Jun 17 2022

web jul 10 2012 read forever by judy blume with a free trial read millions of ebooks and audiobooks on the web ipad iphone and android by judy blume rating 3 out of 5 stars 3 5 1 072 ratings start your free days read preview save download share spiotta discusses her latest novel and ash davidson talks about her debut damnation

forever novel wikipedia - Oct 02 2023

web forever is a 1975 novel by judy blume dealing with teenage sexuality because of the novel s content it has been the frequent target of censorship and appears on the american library association list of the 100 most frequently

*forever by judy blume 9780593415894* - Jan 25 2023

web forever by judy blume 9780593415894 penguinrandomhouse com books is there a difference between first love and true love judy blume s groundbreaking novel about teen sexuality has a fresh new audiobook treatment the is there a difference between first love and true love

**forever by judy blume paperback barnes noble** - Dec 24 2022

web apr 29 2014 forever by judy blume 4 1 355 write a review paperback reissue 10 99 11 99 save 8 hardcover 19 99 paperback 10 99 ebook 8 99 audiobook 0 00 view all available formats editions ship this item qualifies for free shipping choose expedited shipping at checkout for delivery by tuesday october 31 instant