STATIONERY ORDERING WORKSHEET

Ceremony Programs:	
Description:	Number ordered:
Cost:	
Party Favours:	
Description:	Number ordered:
Cost:	
Other: (e.g pre-wedding parties e.t.c)	
Description:	Number ordered:
Cost:	
Order date:	Ready date:
Time:	Delivery/Pick-up instructions:
Cost:	Total amount due:
Amount of deposit:	Date:
Balance due:	Date:
VAT included? ☐ Yes ☐ No	Terms of cancellation:
Notes:	

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