December 2023

**STATIONERY ORDER FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Item Cost** | **Quantity Required** | **Total Cost** |
| Account book | £5.50 |  |  |
| Attendance register | £2.00 |  |  |
| Subscription receipt book | £6.20 |  |  |
| General receipt book | £6.20 |  |  |
| Petty cash pads (2) | 50p |  |  |
| SFWI new member pack | Postage only |  |  |
|  | | **Stationery total** |  |

Many other items can be downloaded from the website www.surreyfedwi.org.uk

**Postage - Second class postage charges will be added to your invoice if you select for goods to be posted rather than collected.**

**DELIVERY / COLLECTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **I’d like to arrange collection from SFWI HQ** Please email office to see if it’s possible to arrange a collection date and time | | |  |
| Please post to address below | | |  |
| WI Name |  | SUR no. |  |
| Contact name |  | | |
| Postal address |  | | |
| Contact tel. no. |  | | |
| Contact e-mail |  | | |

We will send you an invoice with the goods where the postage is to be calculated at the time of posting, so it can be added to the invoice. Otherwise please make cheques payable to Surrey Federation of WIs, or arrange a transfer into our account (sort code 60 090 21, account number 01028499) labelled “stationery”