January 2025

**STATIONERY ORDER FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Item Cost** | **Quantity Required** | **Total Cost** |
| SFWI A3 Accounts Spreadsheet | £1.00 |  |  |
| Attendance register | £2.00 |  |  |
| Subscription receipt book | £7.00 |  |  |
| General receipt book | £6.20 |  |  |
| Petty cash pads (2) | 50p |  |  |
| SFWI new member pack | Postage only |  |  |
|  | **Stationery total cost** |  |

Many other items can be downloaded from the website [www.surreyfedwi.org.uk](http://www.surreyfedwi.org.uk) under the document library

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

**DELIVERY / COLLECTION**

|  |  |
| --- | --- |
| **Delivery or Collection***To arrange collection please contact the office first to arrange a convenient date and time* | Delivery / Collection\*(***please delete as appropriate****)* |
| 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.