

# Order Form for Stationery

TO BE COLLECTED AT AN AUTUMN FEDERATION MEETING

Dear President, Secretary and Treasurer

If you would like to be sure of getting the stationery you need please complete this form and return it to the office. Only a limited amount of unordered stationery will be available.

**PLEASE REMEMBER TO ASK A MEMBER ATTENDING TO COLLECT YOUR ORDER**

.....WI

Name..... Tel: .....

To be collected at:

Norwich       Dersingham       Thompson       South Walsham

Or Federation Office  with Calendar & Diary order

PLEASE POST  I understand the WI will be invoiced for postage & packing

For the President and Secretary				For the Programme Planner			
	No.	£	Cost		No.	£	Cost
Attendance Register		1.70		Speakers invitation (10)		0.70	
Committee Minute Book		4.50		Speakers reminder (10)		0.50	
Nomination Papers (10)		0.50					
Officers Memo Book		3.00					
Record Book		4.50					
Writing Pad		3.00					
Writing Paper 12 x A4		1.20					
<b>For the Treasurer</b>							
Account Book		4.00					
Budget Form		0.20					
Financial Statement		0.20					
General Receipt Book		4.00					
Petty Cash Voucher Pad		0.70					
Subscription Receipt Book		4.00					
				Brought forward from 1 <sup>st</sup> column			
Total carried forward				<b>TOTAL</b>			

By cheque made payable to NFWI On the reverse please write "Stationery" and the name of your WI

By BACS: To NFWI Sort Code 08-92-99 Account No. 65431449  
Payments should be referenced with your Surname, WI and "Stationery"

**Please return to Evelyn Suffield House, 45 All Saints Green, Norwich NR1 3LY to arrive by 17<sup>th</sup> September**, so it can be taken to the Autumn Federation Meeting you are attending

FOR OFFICE USE ONLY:      DO NOT STAPLE CHEQUES TO THIS FORM

Date Received..... Amount .....P       I       Cash       BACS

Packed by .....