

ORDER FORM FOR STATIONERY

TO BE COLLECTED AT FEDERATION ANNUAL MEETING (23rd May 2023)

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.

WE WILL NOT BE TAKING ANY EXTRA UN-ORDERED STATIONERY.

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

WI _____

Name _____ Tel: _____

For the President and Secretary				For the Programme Planner			
	No	£	Cost		No.	£	Cost
Annual meeting agenda (10)		0.70					
Attendance Register		1.50		Speakers invitation (10)		0.70	
Ballot Papers (10)		0.30					
Committee Minute Book		4.50		Speakers Reminders (10)		0.50	
Nomination Papers (10)		0.50					
Officers Memo Book		5.00					
Record Book		4.50					
Tellers Chart		0.50					
Writing Pad		3.00					
For the Treasurer							
Account Book		5.20					
Budget Form		0.20					
Financial Statement		0.25					
General Receipt Book		4.50					
Petty Cash Voucher Pad		1.00					
Savings Cards		0.05					
Subscription Receipt Book		5.50					
				Brought forward from 1 st column			
Total carried forward				TOTAL			

By cheque made payable to NFWI. On the reverse please write "stationery" and the name of your WI. Please return to Evelyn Suffield House, 45 All Saints Green, Norwich NR1 3LY

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

To arrive at Federation Office no later than 11th May

FOR OFFICE USE ONLY:

Date Received _____ Amount _____ P I BACS

Packed by _____ Date packed _____