





# ORDER FORM

Organisation Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Purchase Order Ref: \_\_\_\_\_

Please Note: All garments can be sampled on a sale or return basis

	Code - ONLY use four digit code	Description of Item	Colour	Colour Code	Size	Qty	Price Ex VAT	Total Cost
	1706	Long V Neck Jacket	Navy	02	12	2	66.95	133.90
1								
2								
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22								
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24								

Please tick box if the above are samples   
 Number of Staff requiring Clothing

**FOR OFFICE USE ONLY**

Processed by \_\_\_\_\_  
 Date Entered \_\_\_\_\_  
 Sales Order Ref \_\_\_\_\_

Goods Total:	£
Delivery: <small>(Orders under £250 are subject to a charge)</small>	
VAT:	
Total Payable:	