

SPECIAL ORDER

SALESPERSON	DATE	001001
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QUANTITY	DESCRIPTION	AMOUNT
.....
.....
.....

SPECIAL INSTRUCTIONS	TAX
	TOTAL
	DEPOSIT
	BALANCE DUE

CUSTOMER NAME (Please print)

CUSTOMER SIGNATURE

PHONE

CUSTOMER COPY

ORDERED FROM	DATE ORDERED	P.O. NO.
ADDRESS	DATE RECEIVED	INVOICE NO.
PHONE	NOTIFIED	PICKED UP

PLACE
STAMP
HERE


POSTCARD

SALESPERSON	DATE	001001
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QUANTITY	DESCRIPTION	AMOUNT

SPECIAL INSTRUCTIONS	TAX	
	TOTAL	
	DEPOSIT	
	BALANCE DUE	

CUSTOMER NAME (Please print)	
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CUSTOMER SIGNATURE	I.D. TAG 
PHONE	

ORDERED FROM	DATE ORDERED	P.O. NO.
ADDRESS	DATE RECEIVED	INVOICE NO.
PHONE	NOTIFIED	PICKED UP

Dear Customer,

Date _____

The merchandise we ordered for you has arrived:

- Please pick it up as soon as possible.
- We will deliver
- _____

Thank you for your patronage!

