SPECIAL ORDER WORKSHEET

Date: _____

Customer Name: _____

Customer Phone: _____

Customer Email: _____

*Vendor:*_____ *Order taken by:* _____

Use separate form for each vendor

ORDER #_____ **ITEM:** _____ **PRICE GUESS:** _____ **QTY:** _____

ORDER #_____ **ITEM:** _____ **PRICE GUESS:** _____ **QTY:** _____

ORDER #_____ **ITEM:** _____ **PRICE GUESS:** _____ **QTY:** _____

ORDER #_____ **ITEM:** _____ **PRICE GUESS:** _____ **QTY:** _____

Over $_____? Deposit $ _____

Payment: _____

DATE ORDERED:_____ **PO#**_____ **DATE RECEIVED:** _____

CUSTOMER PICK UP

Customer Called *(date/time):* _____

Customer Called by: _____

Call Result: *(left message/spoke to):* _____

Date Picked Up:_____ Return to Inventory?_____

NOTES: _____

_____

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