J. W. GRAY & Co.

INCORPORATING SHETLAND WHOLE-CASH AND TODS OF LERWICK
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ISO 9001 Certificate No. 2396

CUSTOMER ORDER FORM

Customers Name: Account No:

Name Of Customer's Contact: Tel. No.:

Date Order Placed: Order Taken/Verified By:……

Method Of Order: Email D/N or Invoice No.:……

Date Order Required: Order To Be: Collected / Delivered*

Invoice Details: Cash & Carry / Cash On Delivery / Sale Or Return / Credit Account*

Purchase Order No: *Delete Accordingly

PRODUCT CODE	QUANTITY	SIZE	PRODUCT DESCRIPTION AND BRAND	PRODUCT ASSEMBLED

Where products are unavailable, substitutions will only be made if the customer has specified to do so. In this situation the customer shall be notified, where possible, prior to delivery.

NOTE: Please Ensure customer specifies SIZE and BRAND along with the QUANTITY of product required.

Order Assembled By: …….. Date Assembled: ……