ELECTRICAL INSTRUMENTS

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THE STEVENS COLLECTION

Customer request / invoice worksheet

Customer completes the request; seller confirms availability and final invoice before payment.

Customer name

Email

Phone

Request date

Shipping / pickup address

Catalog pages	Item description	Qty	Unit price	Line total

Questions / special instructions

Subtotal	
Shipping / handling	
Applicable tax	
Final total	

Seller use: invoice number

Payment / pickup terms

Amounts are entered manually. Selections do not reserve items or confirm a sale.