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# STATIONERY CHECK LIST

Printer's name

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Address/Phone

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Contact

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No. of invitations

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No. of envelopes

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No. of RSVP cards and envelopes

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No. of Order of Service books

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No. of Place cards

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Quotation for printing

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Order of Service books checked by minister on

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Proof read copy on

---

Paper style and design confirmed on

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Authorised to print on

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To be ready by

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Ribbon colour for order of service books will be

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Any extras (paper, etc)

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Final cost

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