

**Order Placement Format**

**Project Details**

Project Name:

Location:

Date of Order Placement:

**Client Details**

Name:

Phone Number:

E-mail:

Delivery Address:

**Order Placement Details**

Sales Representative Name (if any):

Phone number:

Order Placement Venue:



**Order Placement Format**

|  |  |
| --- | --- |
| Item Name |  |
| Item Code |  |
| Item Dimension |  |
|  |  |
| Item Finish |  |
| Item Upholstery Finish |  |
| Item Wood Paint |  |
|  |  |
| Item Price |  |
| Item Quantity |  |
| Total Price of Items |  |
| Down Payment (75%)  Upon Order Placement |  |
| Remaining Amount (25%)  Before Items Delivery |  |
|  |  |
| Fabrics Delivery Date |  |
| Fabrics Delivery Venue |  |
|  |  |
| Client Signature |  |
|  |  |
| ***Please note that prices do not include fabrics or delivery charges.***  ***Please note that in case the order is to be submitted online, the document needs to be PDFed and send to:***  ***info@chairsandcompany.com*** | |