WEST KENT FEDERATION OF WOMEN’S INSTITUTES

Tel: 01892 823813

Registered Charity No 1188341

STATIONERY ORDER FORM 2024

|  |  |
| --- | --- |
| Name of WI |  |
| Name |  |
| Address |  |
| Postcode |  | Order Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| STATIONERY | ITEM COST | NO REQ’D | TOTAL COST |
| Account Book | 6.20 |  |  |
| Attendance Register | 3.00 |  |  |
| General Receipt Book | 6.20 |  |  |
| Minute Book | 6.50 |  |  |
| News & Info Pad (for the Press & Publicity Officer) | 7.20 |  |  |
| Officers Memo Book | 5.20 |  |  |
| Poster – A4 (11" x 8" pad of 50) | 6.00 |  |  |
| Record Book | 7.00 |  |  |
| Subscription Receipt Book | 7.00 |  |  |
| Writing Pad | 5.50 |  |  |
|  |  |  |  |
| List of Speakers | 2.50 |  |  |
| New Members Leaflet | 0.20 |  |  |
|  |  |  |  |
| *\* Will be included in your WIs monthly statement* | Sub Total |  |
|  | Postage |  |
|  | TOTAL\* |  |

PLEASE TICK RELEVANT INSTRUCTIONS

|  |  |  |
| --- | --- | --- |
| [ ]  Post | [ ]  Collect from Ethel Hunt Lodge | [ ]  Collect from Federation Event |
| on |  | *(date)* | eg Annual General Meeting |

*Please return to:*

Ethel Hunt Lodge, 4 Hawkwell Business Centre, Maidstone Road,

Pembury, Tunbridge Wells TN2 4AG

*For Publications use only*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Packed by |  | on |  | *(date)* | Recorded on computer by |  | on |  | *(date)* |