

Special Order Request

Customer Information

Name _____

Phone _____

Initial Request Information

Staff Name _____

Date of Request _____

Preferred Pick-up date _____

Check all that apply:

- Waiting on customer decision
- Please confirm & notify price
- Call upon arrival
- Recurring order
- Member
- Do we carry this product?

Additional Information

Requested Product

Brand _____

Product Name _____

Variety _____

Size _____

Quantity _____

Product Availability

Vendor _____

SKU/Item Code _____

Next Delivery _____

Cost Each _____ Total Cost _____

Order Information

Date Ordered _____

Staff _____

Delivery Date _____

Total Price (15% Margin) _____

Pickup & Payment

Date _____

Transaction Number _____