

THE STEVENS COLLECTION

Customer request / invoice worksheet

Customer completes 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. Customer selections do not reserve items or confirm a sale.