



# ORDER FORM - INTERNAL

*Employees of School District 71*

**School District 71 Print Shop**

241 Beecher Place, Courtenay, BC V9N 3Y4

Tel: 250-338-7926 ext.12102 • Fax: 250-338-8629

printshop@sd71.bc.ca

<https://printshop.comoxvalleyschools.ca>

Invoice: \_\_\_\_\_  
Printshop use

Date: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Account #: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel / Fax: \_\_\_\_\_

Authorized by: \_\_\_\_\_

CATLG #	QNTY	SIZE	Laminated YES / NO	ITEM DESCRIPTION	UNIT PRICE	TOTAL
					<b>TOTAL:</b>	

**PLEASENOTE:** Orders without an account number  
will be charged to the general account  
1-01-02-5111-0##