



FALKIRK COUNCIL
CULTURAL SERVICES

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Address.....

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.....Date Ordered.....

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Date paid

Total
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Checklist	Date/Details
Copyright checked	
Official Order Number	
Order to processing labs	
Order form sent to Admin	
Order received/checked	
Invoice sent to Admin	
Invoice Number	
Order ready card issued/phoned	
Order collected/posted out	
Pink copy of official order form returned	
Orders by post/institutional orders	
Invoice requested from Admin	
Public reproductions	
Proof submitted for approval	
Complimentary copy received	
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