Унифицированная форма № ОП-20

Утверждена постановлением Госкомстата

России от 25.12.1998 № 132

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|  | | | Код |
| Форма по ОКУД | | | 0330520 |
|  | | по ОКПО |  |
| организация | |  |  |
| структурное подразделение | Вид деятельности по ОКДП | |  |
| Вид операции | | |  |

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| **ЗАКАЗ - СЧЕТ** | Номер  документа | Дата  составления |
|  |  |

**(служит расчетным документом)**

**НА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ЧЕЛОВЕК**

Заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(организация или частное лицо, фамилия, имя, отчество)

Зал \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Дата и часы обслуживания \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

название, номер

Заказ - счет составил: С условиями согласен:

Администратор \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

подпись расшифровка подписи подпись расшифровка подписи

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| Из холодного цеха на \_\_\_\_\_\_\_\_\_ час. | | | | Из буфета на \_\_\_\_\_\_\_\_\_ час. | | | |
| наименование | количество | цена,  руб., коп. | сумма,  руб., коп. | наименование | количество | цена,  руб., коп. | сумма,  руб., коп. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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| Итого |  | Х |  | Итого |  | Х |  |
| Из горячего цеха на \_\_\_\_\_\_\_\_\_ час. | | | | Из хлеборезки на \_\_\_\_\_\_\_\_\_ час. | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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|  |  |  |  | Из кофейного буфета на \_\_\_\_\_\_\_\_\_ час. | | | |
|  |  |  |  | 17 | 18 | 19 | 20 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Итого |  | Х |  | Итого |  | Х |  |

Цены и суммы проверены. Аванс № \_\_\_\_\_\_\_\_ от \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ на \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ руб. \_\_\_ коп.

дата

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

должность подпись расшифровка подписи

Доплата № \_\_\_\_\_\_\_\_ от \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ на \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ руб. \_\_\_ коп.

дата

«\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 200 \_\_ г.

Оплата за цветы по квитанции № \_\_\_\_\_\_\_\_ от \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ на \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ руб. \_\_\_ коп.

дата

Получено всего \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

прописью

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ руб. \_\_\_ коп.

Кассир \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Чеки по заказу на \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ руб. \_\_\_ коп.

подпись расшифровка подписи

**ИЗМЕНЕНИЕ ЗАКАЗА**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Исключить из заказ-счета | | | | Включить в заказ-счет | | | |
| наименование | коли-  чество | цена,  руб. коп. | сумма,  руб. коп. | наименование | коли-  чество | цена,  руб. коп. | сумма,  руб. коп. |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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| Итого |  | Х |  | Итого |  | Х |  |

Цены и суммы проверены \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

должность подпись расшифровка подписи

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Кассир \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

должность подпись расшифровка подписи

Метрдотель \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

должность подпись расшифровка подписи

Заказчик \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

должность подпись расшифровка подписи

Обслуживание производили:

|  |  |  |
| --- | --- | --- |
| Фамилия, имя, отчество | Должность | Примечание |
| 1 | 2 | 3 |
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Заказ выполнен полностью \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 200 \_\_ г.

подпись расшифровка подписи

Ответственный за обслуживание \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

должность подпись расшифровка подписи