

Order Form

School _____

Name _____

Phone _____

Grade/Room # _____

Teacher _____

	CUSTOMER NAME	Phone #	ITEM #	DESCRIPTION	QTY	X	Price Each	=	Tot Paid
	Example: Grandma Mary	555-1234	1148	SAMPLE ITEM	2	X	16.00	=	32.00
1.						X		=	
2.						X		=	
3.						X		=	
4.						X		=	
5.						X		=	
6.						X		=	
7.						X		=	
8.						X		=	
9.						X		=	
10.						X		=	
11.						X		=	
12.						X		=	
13.						X		=	
14.						X		=	
15.						X		=	
16.						X		=	
17.						X		=	
18.						X		=	
19.						X		=	
20.						X		=	
TOTALS							Dollars		

DON'T STOP! Get another order form or write neatly on a clean sheet of paper.

INSTRUCTIONS: Print customer's name, item number, the description, quantity, and the price (see example).
TURN IN: White & yellow copy (A copy will be returned with your merchandise) **KEEP** Pink copy for your records.
INSTRUCCIONES: Escriba el nombre del cliente, número de producto, descripción, y precio (vea el ejemplo).
Envia la copia blanca y la amarilla (una copia sera regresada con tu mercancia) Copia rosa dejala para ti.

Total \$ Recd _____

Prize Selection
 (when applicable)

Checked by _____

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