Make Checks Payable To:

Haga su cheque a nombre de: _____ Organization Name

Orders and Money Due:

Ultimo dia para ordenar y entregar dinero _____ Turn In Date

Last Name / Apellido	First Name / Nombre	Phone / Telephono	Teacher/ Profesora

Customer Name and Phone Number Nombre del cliente, telephono	Description of Item Hacer una Descripción	Item Code Articulo	Price Ea. Precio	Quantity Cantidad	Total Price Precio Total	Paid Pagada
Sample: Mary Smith 555-1212	*Cake decorating set*	*7133*	*$9.00*	*2*	*$18.00*	*Check*
	Total your order form before you turn it in					

ADDITIONAL ORDER FORMS ARE AVAILABLE AT SCHOOL.

Instructions:
For each item ordered, fill in the Customer Name, Item Number, Description, Quantity, Price Ea. and Total Due. Return BOTH Copies of this form to the Organization. The original will be returned with your products.

School use only:

_____ $_____ _____

Items Sold **Money turned in** **Initials**