

STUDENT LAST NAME

STUDENT FIRST NAME

Gertude Hawk
CHOCOLATES

Please do not include any name suffixes, such as Jr. or Sr., when filling student name. **GRADE**

INSTRUCTIONS:
(USE ONLY BLACK OR BLUE INK)
1. Fill in customer's name. For each item selected, write in the item number, quantity and total price (see example line). If more than 4 items are selected, use the next line.
2. TOTAL the quantity and dollars for each customer.
3. TOTAL THE ITEMS AND DOLLARS FOR ALL CUSTOMERS AT THE BOTTOM OF EACH FORM.
4. PLEASE DO NOT WRITE MISCELLANEOUS INFORMATION ON ORDER FORM.

SCHOOL / ORGANIZATION

CUSTOMER NAME

Sample: Mary Johnson

Selection #1				Selection #2				Selection #3				Selection #4				TOTAL	TOTAL
ITEM #	QTY	\$ TOTAL PRICE		ITEM #	QTY	\$ TOTAL PRICE		ITEM #	QTY	\$ TOTAL PRICE		ITEM #	QTY	\$ TOTAL PRICE		# of Items	AMOUNT \$ DUE
8	2	1		5	6	2		2	5	1		7	6	2		6	4
1																	1
2																	0
3																	0
4																	0
5																	0
6																	0
7																	0
8																	0
9																	0
10																	0
11																	0
12																	0
13																	0
14																	0
15																	0
16																	0
17																	0
																TOTAL	GRAND TOTAL
																Items	\$

DO NOT WRITE IN GREEN PRINT AREA ABOVE

Chairperson notes:

PLEASE MAKE CHECKS PAYABLE TO SCHOOL / ORGANIZATION ABOVE

FORM of

WHITE COPY: to Gertude Hawk Chocolates YELLOW COPY: Chairperson Copy PINK COPY: Seller Copy

PAID

TOTAL

GRAND TOTAL