

I AM RAISING FUNDS FOR: _____

FOR ONLINE ORDERING / GO TO www.midwestfundraising.com

GROUP ID

SELLER ID



SELLER'S LAST NAME

SELLER'S FIRST NAME

GRADE

CLASSROOM/GROUP

TEACHER'S/COACH'S LAST NAME

SELLER'S TELEPHONE

CUSTOMER NAME	ITEM #	ITEM DESCRIPTION	QTY.	PRICE EACH	EXTENDED PRICE	TOTAL DUE	Paid	Delv'd
GAIL LANG	123	PEANUT CARMEL CLUSTERS	2	10.00	20.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PHONE #: 888-1234	456	CINNAMON CANDLE	1	14.00	14.00	34.00	<input checked="" type="checkbox"/>	

PLEASE PRINT CLEARLY AND PRESS FIRMLY * USE BLUE OR BLACK BALL POINT PEN ONLY

CUSTOMER NAME	ITEM #	ITEM DESCRIPTION	QTY.	PRICE EACH	EXTENDED PRICE	TOTAL DUE	Paid	Delv'd
1								
PHONE #:								
2								
PHONE #:								
3								
PHONE #:								
4								
PHONE #:								
5								
PHONE #:								
6								
PHONE #:								
7								
PHONE #:								
8								
PHONE #:								
9								
PHONE #:								
10								
PHONE #:								
11								
PHONE #:								
12								
PHONE #:								

PLEASE COMPLETE WHEN SELLING MAGAZINES ALONG WITH PRODUCT SALES.

TOTAL MAGAZINE ORDERS	
TOTAL MAGAZINE DOLLARS	
GRAND TOTAL DOLLARS PRODUCT & MAGAZINE	

Page _____ of _____ Pages

TOTAL ITEMS

DOUBLE CHECK
← TOTALS →

TOTAL THIS PAGE

PLEASE COMPLETE YOUR ORDER BY FILLING OUT THESE TOTAL BOXES			
TOTAL ITEMS ORDERED ON ALL FORMS	TOTAL # OF PAGES	ENTER PRIZE CODES HERE	TOTAL PRODUCT DOLLARS ALL PAGES

KEEP PINK COPY AND RETURN WHITE AND YELLOW COPIES TO YOUR ORGANIZATION

SALES AND ORDER FORM REMINDERS

1. Press firmly with a blue or black ball point pen; there are 3 copies.
2. Complete the top section.
3. Complete information for each customer in the order section. Use separate lines for different items ordered by the same customer.
4. If you make a mistake, do NOT erase. Mark out the entire line and use the next line.

SALES TIPS: BE SAFE AND BE POLITE

1. Inform your customers of:
 - a. Your organization's name
 - b. Why you are selling
 - c. What you are selling — show them your brochures.
2. Offer your pen to your customer, along with the order form.
3. Thank them for their order!
4. Be safe, take a parent or guardian when taking or delivering orders.

BEFORE TURNING IN YOUR ORDER FORM/S, PLEASE:

1. Add up your orders; total number of items and dollars. Double check your addition.
2. Enter your prize selection in the box at the bottom of your form.
3. Enter the totals for all your order forms, (if more than one order form) in the TOTAL BOXES at the bottom of your form.

REMEMBER



Keep your pink copy in a safe place.
You'll need it when you deliver your orders.
Return the top 2 copies (original & yellow)
to your organization leader.

original = company
yellow = organization
pink = seller



BE SAFE!



BE COURTEOUS!