STUDENT' NAME (LAST)

STUDENT' NAME (FIRST)

TERAHERS NAME

CLASSROOM

SCHOOL/ORGANIZATION

AWARD (IF APPLICABLE)

INSTRUCTIONS:
FILL IN YOUR CUSTOMER'S NAME AND PHONE NUMBER. FOR EACH ITEM SELECTED WRITE IN THE ITEM CODE (ex: 1001), THE QUANTITY 9QTY) AND THE TOTAL PRICE. IF MORE THAN THREE ITEMS ARE SEELCTED USE THE NEXT LINE.

IMPORTANT:
THIS ORDER FORM IS READ BY A COMPUTER. IT IS VERY IMPORTANT TO PRINT CLEARLY. SEE EXAMPLE BELOW. USE ONLY BLUE OR BLACK IBALL POINT PEN. PLEASE KEEP YOUR ORDER FORM AS CLEAN AS POSSIBLE.

TOTAL THE DOLLARS FOR EACH CUSTOMER. TOTAL THE ITEMS AND DOLLARS AT THE BOTTOM OF EACH FORM.

$30

SPIRIT-LITES

CUSTOMERS NAME & TELEPHONE NUMBER	Selection #1 ITEM CODE	QTY.	TOTAL PRICE	Selection #2 ITEM CODE	QTY.	TOTAL PRICE	Selection #3 ITEM CODE	QTY.	TOTAL PRICE	SALES TAX (IF APPLICABLE)	TOTAL PRICE
SAMPLE: Joe Smith zzz-zzzz	1001	1	3000	4001	1	3000	5001	1	3000	0000	9000

	CUSTOMERS NAME AND PHONE NUMBER	ITEM CODE	QTY.	TOTAL PRICE	ITEM CODE	QTY.	TOTAL PRICE	ITEM CODE	QTY.	TOTAL PRICE	SALES TAX (IF APPLICABLE)	TOTAL AMOUNT DUE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												

MAKE CHECKS PAYABLE TO SCHOOL OR ORGANIZATION

TOTAL ITEMS

TOTAL