

Order Form for Town Square

LAST NAME

FIRST NAME

MAKE CHECKS PAYABLE TO YOUR ORGANIZATION.

Class/Group \_\_\_\_\_  
 Address \_\_\_\_\_  
 Turn in by \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_



Please Note: IF MORE THAN 2 SELECTIONS ARE MADE, USE THE NEXT LINE.

Customer's Name	Phone #	Item #	Qty.	Item Description	Price	Item #	Qty.	Item Description	Price	Total # Items	Sales Tax	TOTAL Amount Due
<i>Example: Susan Smith</i>	<i>(818) 555-1626</i>	<i>36323</i>	<i>2</i>	<i>Cup Candle</i>	<i>\$72.00</i>	<i>36409</i>	<i>2</i>	<i>Back Set</i>	<i>\$18.00</i>	<i>4</i>		<i>\$60.00</i>

TOTAL ITEMS \$ GRAND TOTAL

# Town Square

*Thanks to your generous help,  
the spirit of the community will  
bloom and prosper.*

School/Organization: \_\_\_\_\_

Total Amount Enclosed: \$ \_\_\_\_\_ Order Due Date: \_\_\_\_\_

**PLEASE PRINT**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Homeroom #: \_\_\_\_\_

**Instructions**

1. Please fill out all information carefully.
2. Use this envelope to collect money from customers when an order is placed.
3. Return order form and payment in this envelope by the order due date.
4. Save your Town Square catalog for easy reference when your products arrive.

**MAKE CHECKS PAYABLE TO YOUR SCHOOL OR ORGANIZATION**