



# ORDER FORM

ITEM PRICE						
\$	\$	\$	\$	\$	\$	\$
W2 22" Noble Fir Wreath	G3 Western Cedar Garland	C5 Center-piece	S4 Noble Fir Swag	W3 28" Mixed Evergreen Wreath	W4 22" Mixed Evergreen Wreath	R5 Reindeer Set

## LOCAL DISTRIBUTION ITEMS

CUSTOMER NAME	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	#	ITEM TOTAL
ADDRESS	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	\$	ORDER TOTAL
PHONE	\$	\$	\$	\$	\$	\$	\$	
EMAIL								
CUSTOMER NAME	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	#	ITEM TOTAL
ADDRESS	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	\$	ORDER TOTAL
PHONE	\$	\$	\$	\$	\$	\$	\$	
EMAIL								

(Side 1)

**TOTAL ITEM QUANTITIES**

QTY	QTY	QTY	QTY	QTY	QTY	QTY	\$	
W2	G3	C5	S4	W3	W4	R5		SUB-TOTAL

PARTICIPANT INFORMATION		GROUP INFORMATION	
NAME		GROUP NAME	
PHONE		MAKE CHECKS PAYABLE TO	

**SHIPPING UNAVAILABLE TO:**

- PO boxes
- Alaska
- Hawaii

	ITEM PRICE								#	ITEM TOTAL
	W4M	G3M	C5M	S4M	W3M	N7M	EGM	R5M		
CUSTOMER NAME <input type="checkbox"/> COMPLETED ADDRESS LABEL	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	#	ITEM TOTAL
	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	\$	ORDER TOTAL
PHONE NUMBER or EMAIL	\$	\$	\$	\$	\$	\$	\$	\$	\$	
CUSTOMER NAME <input type="checkbox"/> COMPLETED ADDRESS LABEL	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	#	ITEM TOTAL
PHONE NUMBER or EMAIL	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	\$	ORDER TOTAL
CUSTOMER NAME <input type="checkbox"/> COMPLETED ADDRESS LABEL	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	#	ITEM TOTAL
PHONE NUMBER or EMAIL	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	\$	ORDER TOTAL
CUSTOMER NAME <input type="checkbox"/> COMPLETED ADDRESS LABEL	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	#	ITEM TOTAL
PHONE NUMBER or EMAIL	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	\$	ORDER TOTAL
CUSTOMER NAME <input type="checkbox"/> COMPLETED ADDRESS LABEL	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	#	ITEM TOTAL
PHONE NUMBER or EMAIL	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	\$	ORDER TOTAL
CUSTOMER NAME <input type="checkbox"/> COMPLETED ADDRESS LABEL	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	x QTY	#	ITEM TOTAL
PHONE NUMBER or EMAIL	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	= TOTAL PRICE	\$	ORDER TOTAL
<b>TOTAL ITEM QUANTITIES</b>										
	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY		
	W4M	G3M	C5M	S4M	W3M	N7M	EGM	R5M		SUB-TOTAL

(Side 2)

## SALES TOTALS

**LOCAL DELIVERY CASE ITEM SUB-TOTAL:**

(Side 1)

\$

**DIRECT DELIVERY GIFT ITEM SUB-TOTAL:**

(Side 2)

\$

**TOTAL SALES:**

(Side 1) + (Side 2)

\$

INITIAL FOR ACCURACY \_\_\_\_\_

**SAMPLE:** Here is an example of how to fill out this order form.

**ITEM PRICE**

	W4M	G3M	C5M	S4M	W3M	N7M	EGM	R5M
ITEM PRICE	\$ 50	\$ 50	\$ 50	\$ 50	\$ 75	\$ 50	\$ 100	\$ 30
x QTY	1	1	2	1	1	1	1	1
= TOTAL PRICE	\$ 50	\$ 50	\$ 100	\$ 50	\$ 75	\$ 50	\$ 100	\$ 30
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>ORDER TOTAL</b>	<b>\$ 175</b>							

CUSTOMER NAME: Sally Sample  
 ADDRESS: 123 Main St., Any City, Any State 12345  
 PHONE NUMBER: (123) 456-7890  
 EMAIL: sally@sample.com