Please Follow These Instructions

Folder Number _____

1) **WRITE** your **NAME** in the *lower left hand side of **each** of your Order Forms*.
2) **MAKE SURE** you have every customer's address and ***phone number*** on the *Order Forms*.
3) **TOTAL** the number of *FLATS* and *MONEY* in the *lower right hand side* of **each** of the *Order Forms*.
4) **TOTAL** every column into the last row on **each** of the *Order Forms*. (Leave blank if total is zero.)
5) **CROSS CHECK:** Add together these column totals. Does it equal the total of the last column? [   ]

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6) **WRITE** your **NAME, PATROL, PHONE NUMBER** and **FOLDER NUMBER** on this ***Cover Sheet***
7) **ADD** together the total number of **flats** from all Order Forms and **WRITE** it in line (**3**)
8) **MULTIPLY** line (**3**) by $15 and **WRITE** it in line (**4**).   *(all values from 1 to 100 are multiplied out below)*
9) **WRITE** in the amount of any **donations** in line (**5**).
10) **ADD** line (**4**) to line (**5**) and **WRITE** the sum in line (**6**).   This is the amount of *MONEY* that you ***should*** have.
11) **COUNT** the **cash** and **WRITE** the amount in line (**7**).
12) **TOTAL** the **checks** and **WRITE** the amount in line (**8**).
13) **ADD** line (**7**) to line (**8**) and **WRITE** the sum in line (**9**).   This is the amount of *MONEY* you ***actually*** have.
14) **CROSS CHECK**: Does line (**9**) equal line (**6**)? [   ]   **If not**, **recount** and **retotal** *everything*.

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15) **HAVE** a **parent CHECK** your work. Make sure the *MONEY* and *FLATS* balance! ⚖ ***This is* critical*!!***
16) **MAKE** and keep copies of your Order Forms, if possible. I need the originals.
17) **PUT** all **ORIGINAL** *Order Forms* (with *checks* clipped) and **all** *cash* (in white envelope) into the **brown** envelope.
18) **TUCK, DO NOT seal** the **brown** envelope flap.   Any envelope not COMPLETELY correct will be returned.

1. **Scout Name** _____

2. **Phone Number** _____   **Scout Patrol** _____

3. **Total # of Flowers Ordered =** _____   **from all** _____ **Order Forms**
   (number of forms)

4. **Multiply**: #flats (3)   x $15 = $ _____.00   *Circle the amount below*

5. **Donations =**   + $ _____.00

6. **Add**: (4)+(5) = $ _____.00

7. **Count** all **Cash** *(no coins, please)* = $ _____.00   *Put the **cash** in the small white envelope.*

8. **Total the value of** *all* **Checks =**   + $ _____.00   *Paperclip checks to the **corresponding** Order Form.*

9. **Add**: (7)+(8)   **$Cash+$Checks =** $ _____.00   **Does Line (9) = Line (6)?** [   ]

$15 *_=___ $15 *_=___

1=$15	2=$30	3=$45	4=$60	5=$75	6=$90	7=$105	8=$120	9=$135	10=$150
11=$165	12=$180	13=$195	14=$210	15=$225	16=$240	17=$255	18=$270	19=$285	20=$300
21=$315	22=$330	23=$345	24=$360	25=$375	26=$390	27=$405	28=$420	29=$435	30=$450
31=$465	32=$480	33=$495	34=$510	35=$525	36=$540	37=$555	38=$570	39=$585	40=$600
41=$615	42=$630	43=$645	44=$660	45=$675	46=$690	47=$705	48=$720	49=$735	50=$750
51=$765	52=$780	53=$795	54=$810	55=$825	56=$840	57=$855	58=$870	59=$885	60=$900
61=$915	62=$930	63=$945	64=$960	65=$975	66=$990	67=$1005	68=$1020	69=$1035	70=$1050
71=$1065	72=$1080	73=$1095	74=$1110	75=$1125	76=$1140	77=$1155	78=$1170	79=$1185	80=$1200
81=$1215	82=$1230	83=$1245	84=$1260	85=$1275	86=$1290	87=$1305	88=$1320	89=$1335	90=$1350
91=$1365	92=$1380	93=$1395	94=$1410	95=$1425	96=$1440	97=$1455	98=$1470	99=$1485	100=$1500