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***.
5) **CROSS CHECK:** Add together these column totals. Does it equal the total of the last column?

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 row (**3**)
8) **MULTIPLY** row (3) by $15 and **WRITE** it in row (**4**).
9) **WRITE** in the amount of any donations in row (**5**).
10) **ADD** row (**5**) to row (**5**) and **WRITE** the sum in row (**6**).
11) **COUNT** the **cash** and **WRITE** the total amount in row (**7**).
12) **TOTAL** the **checks** and **WRITE** the amount in row (**8**).
13) **ADD** row (**7**) to row (**8**) and **WRITE** the sum in row (**9**).
14) **CHECK**. Does row (**9**) equal row (**6**)? If not, **recount** and **retotal** *everything*.

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* and **all MONEY** collected **in** the brown envelope.
18) **TUCK IN** the envelope flap - **DO NOT SEAL** it. Any envelope not COMPLETELY correct will be returned.

1. Scout Name _____

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

3. Total # of flats **from all** order forms _____

4. Multiply: $15 x #flats $_____.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 envelope*

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

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

$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