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| **BSA Troop 128**  5938 Creekview Drive  Milford, Ohio 45150  513-831-3088 | **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 (**4**) 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.
19. **Scout Name**
20. **Phone Number**   **Scout Patrol**
21. **Total** # of flats **from all** order forms
22. **Multiply**: $15 x #flats $ .00 *Circle the amount below*
23. **Donations** $ .00
24. **Add**: (4)+(5) $.00
25. **Count** allCash(no coins, please) $ .00 *Put the cash in the small envelope*
26. **Total the value of** all Checks $ .00 *Paperclip the checks to the correct Order Form*.
27. **Add**: (7)+(8)$Cash+$Checks $.00Does 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