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| **BSA Troop 128**  5938 Creekview Dr. 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***. (Leave blank if total is zero.)
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 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***.
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.
19. **Scout Name**
20. **Phone Number**   **Scout Patrol**
21. **Total # of Flowers Ordered =** **from all** **Order Forms**

***(****number of forms)*

1. **Multiply**: #flats(3) x $15 = $ .00 ***Circle*** *the amount below*
2. **Donations =** + $ .00
3. **Add**: (4)+(5) = $.00
4. **Count** all **Cash** *(no coins, please)* = $ .00 ***Put*** *the* ***cash*** *in the small white envelope*.
5. **Total the value of** *all* **Checks =** + $ .00 ***Paperclip******checks*** *to the* ***corresponding Order Form***.
6. **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