Gertrude Hawk CHOCOLATES

STUDENT LAST NAME | **STUDENT FIRST NAME**

Please do not include any name suffixes, such as Jr. or Sr., when filling student name. **GRADE**

SCHOOL / ORGANIZATION

INSTRUCTIONS:
(USE ONLY BLACK or BLUE INK)
1. Fill in customer's name. For each item selected, write in the item number, quantity and total price (see example line). If more than 4 items are selected, use the next line.
2. TOTAL the quantity and dollars for each customer.
3. TOTAL THE ITEMS AND DOLLARS FOR ALL CUSTOMERS AT THE BOTTOM OF EACH FORM.
4. PLEASE DO NOT WRITE MISCELLANEOUS INFORMATION ON ORDER FORM.

	CUSTOMER NAME	Selection #1 ITEM #	QTY	$ TOTAL PRICE	Selection #2 ITEM #	QTY	$ TOTAL PRICE	Selection #3 ITEM #	QTY	$ TOTAL PRICE	Selection #4 ITEM #	QTY	$ TOTAL PRICE	TOTAL # of Items	TOTAL AMOUNT $ DUE
	Sample: Mary Johnson	82	1	17.00	56	2	8.00	25	1	6.00	76	2	10.00	6	41.00
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															

DO NOT WRITE IN GREEN PRINT AREA ABOVE

PLEASE MAKE CHECKS PAYABLE TO SCHOOL / ORGANIZATION ABOVE

Chairperson notes:

FORM ☐ of ☐

PAID ☐

TOTAL Items | GRAND TOTAL $

WHITE COPY: to Gertrude Hawk Chocolates **YELLOW COPY:** Chairperson Copy **PINK COPY:** Seller Copy