

Please Follow These  
**Turn-In Instructions**

Folder  
Number \_\_\_\_\_

On **each** of your **Order Forms**:

- WRITE** your **NAME** in the *lower left hand side*
- MAKE SURE** you have **every** customer's *address* and *phone number*.
- TOTAL** the number of **ITEMS**, **cash** and **checks**; and **WRITE** them in the *lower right hand side*.
- TOTAL** every column and **WRITE** the total in the bottom row. (Leave blank if the total is zero.)
- CROSS CHECK**: Add together the bottom row. Does it equal the total of the last column?

On this **Cover Sheet**:

- WRITE** your **NAME** on line (1), **PHONE NUMBER** and **PATROL** on line (2) and the **FOLDER NUMBER** above.
- ADD** together the total number of **ITEMS** from all Order Forms and **WRITE** it in line (3)
- MULTIPLY** line (3) by **\$18** and **WRITE** it in line (4). *(all values from 1 to 100 are multiplied out below)*
- WRITE** in the amount of any **donations** in line (5).
- ADD** line (4) to line (5) and **WRITE** the sum in line (6). This is the amount of **MONEY** that you **should** have.
- COUNT** the **cash** and **WRITE** the amount in line (7). Organize the cash by denomination, smallest to largest.
- TOTAL** the **checks** and **WRITE** the amount in line (8).
- ADD** line (7) to line (8) and **WRITE** the sum in line (9). This is the amount of **MONEY** that you **actually** have.
- CROSS CHECK**: Does line (9) equal line (6)?  **If not, recount and retotal everything.**
- HAVE** a **parent CHECK** your work. Make sure the **MONEY** and **ITEMS balance!** 🙏 **This is critical!!**
- MAKE** and **keep** copies of your Order Forms, if possible. I need the originals, but they will be returned to you.
- PUT** all **ORIGINAL Order Forms** (with **checks** clipped) and **all cash** (in white envelope) into the **brown** envelope.
- 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 Items Ordered** = \_\_\_\_\_ **from** \_\_\_\_\_ **Total # Pages of Order Forms**

(4) **Multiply #flats (3) × \$18** = \$ \_\_\_\_\_ .00 *Circle the amount in the table below*

(5) **Donations** = \_\_\_\_\_ + \$ \_\_\_\_\_ .00

(6) **Add (4)+(5)** =

(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** =  **Does Line (9) = Line (6)?**

\$18 * =	\$18 * =	18 * =	\$18 * =	\$18 * =	\$18 * =	\$18 * =	\$18 * =	\$18 * =	\$18 * =	\$18 * =
1=\$18	2=\$36	3=\$54	4=\$72	5=\$90	6=\$108	7=\$126	8=\$144	9=\$162	10=\$180	
11=\$198	12=\$216	13=\$234	14=\$252	15=\$270	16=\$288	17=\$306	18=\$324	19=\$342	20=\$360	
21=\$378	22=\$396	23=\$414	24=\$432	25=\$450	26=\$468	27=\$486	28=\$504	29=\$522	30=\$540	
31=\$558	32=\$576	33=\$594	34=\$612	35=\$630	36=\$648	37=\$666	38=\$684	39=\$702	40=\$720	
41=\$738	42=\$756	43=\$774	44=\$792	45=\$810	46=\$828	47=\$846	48=\$864	49=\$882	50=\$900	
51=\$918	52=\$936	53=\$954	54=\$972	55=\$990	56=\$1008	57=\$1026	58=\$1044	59=\$1062	60=\$1080	
61=\$1098	62=\$1116	63=\$1134	64=\$1152	65=\$1170	66=\$1188	67=\$1206	68=\$1224	69=\$1242	70=\$1260	
71=\$1278	72=\$1296	73=\$1314	74=\$1332	75=\$1350	76=\$1368	77=\$1386	78=\$1404	79=\$1422	80=\$1440	
81=\$1458	82=\$1476	83=\$1494	84=\$1512	85=\$1530	86=\$1548	87=\$1566	88=\$1584	89=\$1602	90=\$1620	
91=\$1638	92=\$1656	93=\$1674	94=\$1692	95=\$1710	96=\$1728	97=\$1746	98=\$1764	99=\$1782	100=\$1800	