

Name: _____ Date: _____ 4

Complete the sample sales form with the following information: 2 black t-shirts, size L, item number 788, at a cost of \$9.95 each and 4 pairs of black shorts, size L, item number 888, at a cost of \$15.99 each. Make sure the entire form is complete.

Order Form				
Date _____				
Ship To		Name _____		
		Street Address _____		
		City, State, Zip Code _____		
		Phone _____		
Quantity	Item #	Description	Unit Price	Line Total
Total				
Shipping and Handling				\$6.25
Total				
Make all checks payable to Sports Goods for All				
Thank you for your business!				
Sports Goods for All - 99 Sports Way - Dearborn, MI 48129 - 888-888-8888				

Check your work using this checklist:

- Are all of the spaces that need to be completed filled in correctly?
- Is the information accurate?
- Did you spell all of the words correctly?
- Did you capitalize correctly?
- Did you use correct punctuation?
- Is your writing clear so that others can easily read it?

Forest View Educational Center

Request For Maintenance / Custodial Services

Avoid Verbal Orders

Requested by _____ on Date of ____ / ____ / ____

Area and/or Room Number(s) _____

Description of Request (Attach drawing if Appropriate) _____

Facility Manager's Approval _____

Please return to Facility Manager or Manager's Secretary

For Maintenance Use

Completed by _____ on Date of ____ / ____ / ____

White - Completion copy (return to Facility Manager)

Canary - Maintenance File

Pink - Originator

PRINT REQUEST

(3 Days Required)

School _____ Department _____

Date _____ Date Needed _____

Name _____ Room _____

Materials _____

Number of Copies or Sets Needed _____

Number of Masters (Count both printed sides) _____

PAPER

COLOR _____ 3 HOLE _____ Non PUNCHED _____

(White, Green, Yellow, Blue, Buff, Purple, Orange, Pink, Goldenrod)

Copy one side only _____

Copy one side to two side _____

Copy is two sided already _____

Collate Only _____ Collate and Staple _____ (Indicate with Paperclips)

Bind _____ Cut _____

COVERS

Color _____ Plain Paper _____ Card Stock _____

(White, Green, Yellow, Blue, Buff, Orange, Cherry)

SPECIAL DIRECTIONS
