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.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item #</th>
<th>Description</th>
<th>Unit Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make all checks payable to Sports Goods for All
Thank you for your business!


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

_________________________________________________________________

_________________________________________________________________