

Pinellas County 4-H Foundation

Apple/Pecan Sales Order Form Instructions

1. **ALL ORDERS MUST BE PREPAID AND TURNED IN BY OCTOBER 3, 2010.**
2. **PLEASE PRINT.**
3. Make sure that all the fields in the “Customer’s” information are completed, including the e-mail address. If the purchaser does not have an e-mail address leave this field blank.
4. **For 4-H Clubs :** Enter the name of your club and the club coordinators name. Enter 4-H member’s name that is taking the order. If taking orders from several customers, **please fill out one (1) order form per customer**, with as much information as possible. After all orders have been processed, each club will be provided a club/member summary report.
5. Apple Sales: Enter the number of bushels or half bushels ordered for the Empire and/or the Crispin apples. Calculate the total cost of the bushels and half bushels and enter.
6. Pecan Sales: Enter the number of bags of pecans ordered for each kind of pecans. Calculate the total cost of pecans and enter.
7. Add apple and pecan sales totals and enter as the “Order Total”.
8. Payment: There are three ways of paying the order:
 - a. Check/Money Order
 - b. Cash
 - c. Credit Card

If the payment is made by a check or money order, make sure that the date of the check, check number and the amount of check is entered.

If the payment is made by paying cash, enter the date of the order and the amount of cash received.

If the payment is to be made by a credit card, **DO NOT** use this form. Use the **“ORDER FORM FOR CREDIT CARD PAYMENTS”**.

If your order form comes in duplicate, after completing the form, give the yellow copy to the customer and turn in the white copy to the foundation.