

Pinellas County 4-H Foundation

Apple/Pecan Sales -Order Form for Credit Card Payments **Instructions**

- 1. ALL ORDERS MUST BE PREPAID AND RECEIVED 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 Customer 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 by Credit Card:
After entering the information relating to the order, give the form to the Customer for them to provide the credit card information. If your form comes in duplicate you can keep the yellow copy for your records prior to giving the form to the Customer for them to enter the credit card information.

DO NOT COPY OR ACCEPT A FORM WITH THE CREDIT CARD INFORMATION.

The Customer is required to mail the form to the foundation upon completing the credit card information and signing the form. If available give the Customer an addressed envelope for convenience.

After the order is processed, the Customer will be provided a receipt by mail, e-mail or when the apples/pecans are delivered.