

# Instructions

## How to fill form:

A1: *Print this form out.*

A2: *You must fill out your name, address, phone#, and email.*

A3: *Then write in the candy you want in the far left side of the page.*

*Then write in the amount (how many) of pieces you want in the next column in the same row.*

*Then in the next column in the same row write the amount per piece then in the next column in the same row write in the total amount for that item.*

*Follow the same steps for each different kind of candy you want.*

B1: *Then once you have finished step (A2) then add up the (subtotal for line) column down the page and the write in that total in the (Total before Tax) box.*

B2: *Then multiply the Total before Tax by the percentage rate of 7.850% write that amount in the (Total before shipping) box.*

B3: *Take the (Total before shipping) amount and find the price range that it falls in. In the (Cost of purchases) part of the chart. Then look to the left side of the chart to the (Shipping cost) box and find your shipping cost.*

B4: *Then write that in the (Shipping cost) box then add the (Total before shipping) and the (Shipping cost) and write that total in the (Total amount owed) box.*

C1: *Then write the check for the full amount and mail the form and the check to the address provided on the order form.*

C2: *Once we have verify that the order form is filled out correctly and the check has cleared the bank we will ship your order.*

*See EXAMPLE on page 4*

<b>Shipping cost</b>	<b>Cost of purchases</b>
<b>\$9.75</b>	<b>\$0.01 - \$14.08</b>
<b>\$12.80</b>	<b>\$14.09 - \$28.16</b>
<b>\$15.70</b>	<b>\$28.17 - \$42.24</b>
<b>\$18.10</b>	<b>\$42.25 - \$56.32</b>
<b>\$22.80</b>	<b>\$56.33 and up</b>







310 Market Street  
 Hermann, MO. 65041  
 Phone # 573-291-6107

Email: rickys\_chocolate\_box@mchsi.com  
 Hours are 11-4 weekdays and 11-3 weekends.

name: *John Doe*  
 address: *353 Some where Street*  
           *Small town IN 55554*  
 phone# *(555) 332-0002*  
 email: *JohnDoe@AOL.com*

Write the name of the candy you want in here	Amount	price for each item	Subtotal for line
EXAMPLE			
<i>Spotted Turtles</i>	<i>1</i>	<i>\$2.64</i>	<i>\$2.64</i>
<i>Peanut Butter Cups</i>	<i>1</i>	<i>\$3.30</i>	<i>\$3.30</i>
<i>Chocolate Chip Black &amp; Whites</i>	<i>1</i>	<i>\$3.08</i>	<i>\$3.08</i>
<i>Pecan Turtles</i>	<i>3</i>	<i>\$1.54</i>	<i>\$4.62</i>

<b>Total before Tax</b>	<i>\$13.64</i>
<b>Tax: Multiply the subtotal by the percentage rate 7.850%</b>	<b>7.850%</b>
<b>Total before shipping</b>	<i>\$14.71</i>
<b>Shipping cost</b>	<i>\$10.50</i>
<b>Total amount owed</b>	<i>\$25.21</i>