

SCOUTS - Do these steps to verify your route total

1. Single check written for all cash sales (do not turn in cash).
2. Sort all customer checks by Street & House Number
3. Write in check number next to ***Paid By Check*** on your order form
4. Verify check addresses agree with order form
5. Add **all** checks:

TOTAL **CHECKS**: ___\$_____

6. Total each page:
 - a. Page Total Trees
 - b. Page Total Due
 - c. Page Total Donation
 - d. Page Amount Paid

7. Add all ***Page Amount Paid entries***

TOTAL ***Page Amount Paid***: ___\$_____

Double Check:

Total route wreath order:

___ Small plain @ \$14 = _____

___ Small decorated @ \$18 = _____

___ Med plain @ \$17 = _____

___ Med decorated @ \$20 = _____

___ Large @ \$50 = _____

___ Trees @ \$10 = _____

Donations total: = _____

GRAND TOTAL = _____