

# Ecoteach Foundation - Coffee Fundraiser

## Seller Order Form

Group Name \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

Seller's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Deadline To Turn In Orders: \_\_\_\_\_

Coffee To Be Delivered By: \_\_\_\_\_

Buyer's Name/Address/Phone #	Dota (whole bean)		Dota (ground)		TOTAL (A)	Tesoros Organic (whole bean only)		TOTAL (B)	TOTAL DUE	Check # or cash
	Medium	Dark	Medium	Dark	x \$	Medium	Dark	x \$	A + B	
Example: Mr. Smith	2		2		x \$10		1	x \$11	40 + 11 = 51	cash
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	

**Instructions:** 1) When you take an order, fill out everything in that row (even zero's!) 2) Give everyone a completed receipt 3) Double check all totals and money collected before you turn in your forms to your coordinator. 4) Make sure to make a copy of this form so you know where to deliver the coffee when it arrives! 5) Number each form in the top, right corner. For example 1 of 3, 2 of 3, etc.