



Troop 10 Boy Scouts of America 2016 Holiday Wreath Sales Instructions (Home of 142 Eagle Scouts!)

Our Holiday Wreath Sale will be held from September 14th through October 12, 2016.

- A separate order sheet is completed for each customer.
- The customer gets the bottom portion of order sheet as a receipt.
- Scouts may make additional copies of the order sheets.
- Payment for the items should be taken at order time. Payments may be cash or checks made payable to Troop 10.
- Wear your Boy Scout uniform for taking and dropping off orders.
- Thank your customers for supporting Troop 10. Let them know that profit from the wreath sales is used for camping and scout activities.

The following items are available for sale:

○ 24 inch Balsam Wreath with Bow	\$28 each
○ 36 inch Balsam Wreath with Bow	\$42 each
○ 48 inch Balsam Wreath with Bow	\$65 each
○ 60 inch Balsam Wreath with Bow	\$85 each
○ 24 inch Holiday Masterpiece Wreath	\$45 each
○ Classic Door Swag	\$19 each
○ 12 inch Candle Ring	\$20 each
○ 50 foot Balsam Fir Roping	\$67 each
○ Kissing Ball	\$37 each

Once you have completed your sales, fill out the Troop 10 Holiday Wreath Sales Summary form, by using your customer order sheets, as follows:

- Write the customer's name, clearly.
- If the customer paid by check, write the check number in the Check Number column and the total dollars paid in the Total Amount Paid column.
- If the customer paid by cash, write the total cash received in the Total Amount Paid column.
- Write the total number of each item purchased, in the correct column on the Sales Summary form. Double check the quantity ordered with your customer's order sheets.
- Add up the total number of items purchased by each customer and write it in the Total Quantity Ordered box.
- Once all orders have been entered on the Sales Summary form, add up the Total Amount Paid and each of the item columns, and write them on the bottom of the page, in the Totals for Page line. If you use more than one page, total each page by itself, and add all pages together and place the Grand Total of your orders on the last page.

Order pickup is at Hager's Country Market, at 344 West Main Street, in downtown Barrington, on Saturday, November 26th, 2016, from 9 a.m. until noon. We are very thankful to Hager's for helping us with this project and encourage our families to stop by to check out their store and all of their products.

If you have any questions, please contact Esther Collado-Baker at 847-542-7503 or at ecolladobaker@comcast.net. You may print additional copies of any of the forms from the troop web site. Our Troop 10 website is: <http://troop10.pathwaytoadv.org/>

IMPORTANT DATES:

Wreath Sale Begins: September 14th, 2016

Orders Due no later than October 12th, 2016 (No late orders will be accepted)

Pick up orders at Hager's, on Saturday, November 26th, 2016, from 9 a.m. until noon