



- Step 1: Record the customer's name and phone number
- Step 2: Write down the quantity of each size bag the customer wants to buy.
- Step 3: Total the customer's purchase
- Step 4: Ask the customer for payment. Make any checks payable to your organization.

Seller's Name _____ Make Check Payable to: _____
 Seller's Phone Number: _____ Dates of Sale: from _____ to _____
 Supervisor's Name: _____ Delivery Date: _____

| Customer Name/ Address / Phone/ E-mail | Quantity | Size | Price | Total Sale | |
|--|----------|------|-------|------------|------|
| (Sample) John Doe/ 10 Maple Street, Anytown 01234 (444-555-5555) john.doe@email.com | 2 | M | \$5 | \$10 | \$45 |
| | 5 | L | \$7 | \$35 | |
| Customer Name/ Address / Phone/ E-mail | Quantity | Size | Price | Total Sale | |
| | | M | \$5 | | |
| | | L | \$7 | | |
| Customer Name/ Address / Phone/ E-mail | Quantity | Size | Price | Total Sale | |
| | | M | \$5 | | |
| | | L | \$7 | | |
| Customer Name/ Address / Phone/ E-mail | Quantity | Size | Price | Total Sale | |
| | | M | \$5 | | |
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