

T3 COOKIE SALE RECEIPT AND PROCEEDS WORKSHEET



Girl Scouts of NE Kansas & NW Missouri
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Section 1 - This section summarizes the troop cookie order.

INSTRUCTIONS - Fill in the number of cases you are ordering from the Troop Worksheet. Give all copies of this form to your Product Sales Manager at cookie order turn-in. The Product Sales Manager will return this form when cookies are picked up.

SERVICE UNIT _____ TROOP NO. _____ PROGRAM LEVEL _____

TROOP COOKIE MANAGER _____ NUMBER OF GIRLS SELLING _____

TROOP COOKIE MANAGER PHONE # _____ NUMBER OF GIRLS REGISTERED _____

	Caramel DeLites	Peanut Butter Patties	Shortbread	Thin Mints	Peanut Butter Sandwich	Thanks-A-Lots	Lemonades	Cinna-Spins	Total
Initial Order									
All Additional Cupboard orders									
Total Cases									

Section 2 - This section is to be signed at the delivery station and to serve as receipt of product.

INSTRUCTIONS - The Product Sales Manager will return this form when cookies are picked up. Sign this form only after making sure the number of cases received is the same as the cases listed in section 1 above.

_____	_____
Product Sales Manager's Signature	Troop Cookie Manager's Signature
_____	_____
Phone _____ Date _____	Phone _____ Date _____

Section 3 - This section is a worksheet to figure the balance due the council and the troop.

INSTRUCTIONS - Complete this section at the end of the sale and return it to the Product Sales Manager with final paperwork. Calculate column 1 first, then complete column 2 for the council portion, and column 3 for your troops portion.

Column 1 Sales Summary	Column 2 Amount Due Council	Column 3 Troop Proceeds
A _____ Total Cases (Total cases x \$42)	A _____ Amount due Council (Total Cases x \$35.64)	A _____ Amount due Troop (Total Cases x \$6.36)
B _____ Checks/cash from girls (# of boxes paid for \$3.50)	B _____ Due to council (# of boxes paid for x \$2.97)	B _____ Amt deposited in troop acct (# of boxes pd x \$.53)
C _____ Amount Uncollected from Customers (A-B=C)	C _____ Amount due council uncollected (A-B=C)	C _____ Troop Proceeds uncollected (A-B=C)
C = line one of Delinquent Payment report	C = line two of Delinquent Payment report	C = line three of Delinquent Payment report

White copy #1 - council

Yellow copy #2 - PSM

Pink copy #3 - Troop records

Return to Product Sales Manager