

Below is sample of the order form for the candle sales. I will explain how to total your form out so you can enter your order on line.

NAME/CONTACT INFO		CANDLE SIZE	Amish Harvest	Apple Cinnamon	Brown Sugar & Fig	Butt Naked	Caramel Corn	Caramel Corn Late	Cinnamon Coffee	Cinnamon Stick	Country Christmas	Country Linen	Cranberry Peppermint	Cranberry Spice	Fresh Lilac	Gran's Apple Pie	Holiday Pumpkin Spice	Hot Cocoa	Love Spell Type	Monkey Farts	Orange & Evergreen	Peaches & Apple Spice	Pumpkin Pie	Raspberry Vanilla	Sleigh Bells	Sun Washed Linen	Sweet Orange Chili Pepper	Vanilla Pumpkin	Warm Vanilla Pumpkin	TOTAL CANDLES	\$# DUE BY SIZE	ORDER TOTAL \$# DUE AT TIME OF SALES			
Mrs. Peacock	PT-\$14	1																													14.00	47.00			
	HP-\$9	1																													9.00				
	Q-3/\$12			1		3											1							1							24.00				
	PT-\$14																														14.00				
Professor Plum	HP-\$9																															9.00	12.00		
	Q-3/\$12					3																									12.00				
TOTAL PINT JARS SOLD		PT-\$14	1																													14.00	59.00		
TOTAL HALF PINTS SOLD		HP-\$9	1																													9.00			
TOTAL QUBES SOLD		Q-3/\$12			1	6											1							1							36.00				

1. Name of customer.
 2. Enter number of candles the customer wishes to purchase from you.
 a. Place the number of the individual amount of the scent the customer is buying in Pints and Half Pints. On the Qubes the customers need to buy them in increments of 3 packages for 12.00 Mix or Match.
 i. Ex: when purchasing (3) Caramel Corn put a 3 in the box not a 1.
 If the customer would like to purchase 3 mixed scents see example:
 (1) Butt Naked _____
 (1) Hot Cocoa _____
 (1) Sleigh Bells _____
 Enter a (1) in each of those boxes and the total of the order should be divisible by (3) for each customer.

Once you done selling it's time to total your sales in the bottom yellow section and make sure you balance before you enter the order online.

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Janice Smith	PT-\$14	1																														14.00	47.00	
	HP-\$9	1																																9.00
	Q-3/\$12				1		3																		1									24.00
	PT-\$14																																	14.00
TOTAL PINT JARS SOLD	PT-\$14	1																															14.00	59.00
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1. First total the pints down under each scent, then the HP down & then the qubes working your way from left to right
2. Then add the total Pints, HP & Qubes going across from left to right within the yellow section writing the total number in the total candles column on the right
3. Now multiple the total numbers of candles by the unit cost. 14.00 for Pints, 9.00 for half pints and qubes get tricky here. Cubes are sold at 3 packages for 12.00 so each package is valued at 4.00 each. When calculating the total numbers of qubes multiply the number by 4.00. Again you should have a total number of qubes that is divisible by 3.
4. Now add the total dollars between the Pints, HP & qubes and put that total in the far right box
5. Now add all totals between the customer totals and you should come up the same amount that is in the bottom right box. If not start all over and recalculate the totals till you balance.
6. Once you balance you're ready to place your order on line.

The online order form is found at www.maxpvb.com on the top menu bar select "Store" and that will bring you to the online store to enter your entire order.

Here you will select the size and use the drop down to select the scent. Enter the total number needed by scent. **Do Not** enter each customer order separately into the system. This will make pulling your order much harder when the candles come in. Once your order is completed online go to the checkout page and your total online should balance with your order form before submitting. If the total doesn't match you can adjust the order on this page by size and scent. Please bring monies in to the gym between Monday and Tuesday in a sealed envelope and turn in to the coach or myself.