

**BEANS TO BAGS - EARN YOUR WAY
CUSTOMER ORDER FORM**

Student Representative:	
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Follow these steps:

1. Take your customer orders using this form.
2. Collect payments from your customer in either cash or check. If pay by check, make check **payable to Gift of Giving, memo Beans to Bags**.
3. Place your weekly orders on the website by Mondays specified on the Order and Delivery Dates Chart. Orders placed on the website should be your name so Beans to Bags can keep track of your progress.
4. If your customer is ordering a subscription, please add your customer's name on the "note to the company". This is only if it is a subscription order.
5. Bring payments with you when you pick up your orders.

First Name	Last Name	Coffee				Process				Cost (\$12/Bag)	*Subscription Cost (\$10/Bag)	Payment		Delivery Date	
		Qty: Brazilian	Qty: Colombian	Qty: Costa Rican	Qty: Sumatra	Whole Bean	Auto Drip	Espresso	French Press	Total Qty x \$12	Total Qty x \$10	check #	cash		

*Note: Subscription cost is only for customer who is purchasing at least 1 bag of coffee each week.