

# Usborne Books at Home

P.O. Box 470663

Tulsa, OK 74147-0663

1-800-611-1655

Fax: 1-800-611-0225

## MINI ORDER FORM

PO:

ID # :

Date:

Check One

Min Req

Commissions

Consultants Name:

Home Party

\$85 Min

25%

Consultants Phone:

Direct Sale

\$85 Min

30%

Ship To:

\$25-\$85

15%

Name:

Book Fair

\$500 +

17%

Address:

\$200-\$500

20%

Address Continued:

Fund Raiser

\$500 Min

Varies

City, State, Zip

Phone:

Title	ISBN #	Qty	Price	Total
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
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		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00

Hostess:

Page 1 of 2

Retail Total

\$0.00

# SUMMARY

<b>#1</b>	<b>Merchandise Selected at Retail</b>		0.00	(A)		<b>#6</b>	<b>Taxable Sales (A+B+E+G)</b>		0.00	(M)
<b>#2</b>	<b>Spec. Del. Merch. Selected at Retail</b> (Attach blue copy to top left of form)		0.00	(B)		<b>#7</b>	<b>Shipping/Handling - \$3.00 Minimum</b>			
							\$0.00	(A+B+D+L)	X	0.06
										0.00
<b>#3</b>	<b>Hostess Order</b> (Attach green form to top left)						Subtotal			0.00
	\$0.00	=		0.00	(C)					
	Total Customer Sales (A + B)			Merchandise Allowance		<b>#8</b>	<b>Sales Tax:</b>	Depending on your state tax laws, use one		
	Merchandise Cost (from green form)		0.00	(D)				of the following methods to compute sales tax.		
	Over Due (If D > C)		0.00	(E)						
							Tax Due - Method I			
<b>#4</b>	<b>Total Commission</b>							???% X N		0.00
	\$0.00	x	0.25	=	0.00	(F)				
	(A + B + E)		(From front)					Tax Due - Method II		
								???% X M		0.00
	<b>Title</b>	<b>Item#</b>	<b>Qty</b>	<b>Retail</b>	<b>Disc</b>					
	Hostess Books (25%)-5443		0	0.00	0.00					
			0	0.00	0.00	<b>#9</b>	<b>Figuring Total Due</b>			
			0	0.00	0.00					
			0	0.00	0.00		Add (M)			0.00
			0	0.00	0.00		Add S/H - Minimum \$3.00			0.00
	1/2 Price Books (50%)-5445		0	0.00	0.00		Add Tax Due (I) or (II)			0.00
			0	0.00	0.00		Add \$2.50 per Special Delivery Order			
			0	0.00	0.00		Subtract Commissions (F)			0.00
			0	0.00	0.00		Subtract Credit Statements (Attach Invoice)			
			0	0.00	0.00		Subtract Fund Raiser Cash Disc (5457)			
			0	0.00	0.00		Subtract Credit Card Payments			0.00
			0	0.00	0.00		(Attach charge slips - with authorization #s)			
			0	0.00	0.00					
			0	0.00	0.00		<b>Total Due</b>			\$0.00
	Booking Spec (\$20-\$5)-5443		0	0.00	0.00					
			0	0.00	0.00	<b>#10</b>	<b>Method of Payment - Check One</b>			
			0	0.00	0.00		___ Disc ___ MC ___ VISA ___ M/O ___ Check # ___			
			0	0.00	0.00		Card #			
	Bonus Gift (25%)-5444		0	0.00	0.00		Exp Date:		Amount Paid \$	
			0	0.00	0.00		Name:			
	Promo Books-5446		0	0.00	0.00		(Order faxed, signature on file)			
			0	0.00	0.00		Authorization:			
			0	0.00	0.00					
	Customer Specials-5451		0	0.00	0.00					
			0	0.00	0.00					
			0	0.00	0.00					
			0	0.00	0.00					
			0	0.00	0.00					
			0	0.00	0.00					
			0	0.00	0.00					

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**1-800-611-1655**  
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			0		0.00								
	Spec Del-Cust Spec 890045		0										
		<b>Totals</b>			<b>0.00</b>	<b>0.00</b>		<b>Consultant:</b>					
					(L)	(G)		<b>ID # :</b>					
	<b>Hostess:</b>				<b>Page 2 of 2</b>			<b>PO:</b>					

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Check One

Min Req

Commissions

Consultants Name:

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\$85 Min

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Consultants Phone:

Direct Sale

\$85 Min

30%

Ship To:

\$25-\$85

15%

Name:

Book Fair

\$500 +

17%

Address:

\$200-\$500

20%

Address Continued:

Fund Raiser

\$500 Min

Varies

City, State, Zip

Phone:

Title

ISBN #

Qty

Price

Total

0

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Hostess:

Page 1 of 3

Total Pg1

\$0.00

PO #:



# SUMMARY

<b>#1</b>	<b>Merchandise Selected at Retail</b>		#NAME?	(A)		<b>#6</b>	<b>Taxable Sales (A+B+E+G)</b>		#NAME? (M)
<b>#2</b>	<b>Spec. Del. Merch. Selected at Retail</b>		0.00	(B)		<b>#7</b>	<b>Shipping/Handling - \$3.00 Minimum</b>		
	(Attach blue copy to top left of form)						#NAME? (A+B+D+L) X 0.06		#NAME? (H)
<b>#3</b>	<b>Hostess Order</b>	(Attach green form to top left)					Subtotal		#NAME? (N)
	#NAME?	=	0.00	(C)					
	Total Customer Sales (A + B)		Merchandise Allowance			<b>#8</b>	<b>Sales Tax:</b>	Depending on your state tax laws, use one	
	Merchandise Cost (from green form)		0.00	(D)			of the following methods to compute sales tax.		
	Over Due (If D > C)		0.00	(E)					
<b>#4</b>	<b>Total Commission</b>						Tax Due - Method I		
	#NAME?	x	0.25 =	#NAME?	(F)		???% X N		#NAME? (I)
	(A + B + E)		(From front)				Tax Due - Method II		
							???% X M		#NAME? (II)
	<b>Title</b>	<b>Item#</b>	<b>Qty</b>	<b>Retail</b>	<b>Disc</b>		Or Tax Exempt #		
	Hostess Books (25%)-5443		0	0.00	0.00				
			0		0.00	<b>#9</b>	<b>Figuring Total Due</b>		
			0		0.00		Add (M)		#NAME?
			0		0.00		Add S/H - Minimum \$3.00		0.00
	1/2 Price Books (50%)-5445		0				Add Tax Due (I) or (II)		#NAME?
			0		0.00		Add \$2.50 per Special Delivery Order		
			0		0.00		Subtract Commissions (F)		#NAME?
			0		0.00		Subtract Credit Statements (Attach Invoice)		
			0		0.00		Subtract Fund Raiser Cash Disc (5457)		
			0		0.00		Subtract Credit Card Payments		
			0		0.00		(Attach charge slips - with authorization #s)		
			0		0.00		Total Due		#NAME?
	Booking Spec (\$20-\$5)-5443		0			<b>#10</b>	<b>Method of Payment - Check One</b>		
			0				___ Disc ___ MC ___ VISA ___ M/O ___ Check # ___		
			0				Card #		
	Bonus Gift (25%)-5444		0				Exp Date:		Amount Paid \$
			0		0.00		Name:		
	Promo Books-5446		0				(Order faxed, signature on file)		
			0		0.00		Authorization:		
			0		0.00				
			0		0.00				
	Customer Specials-5451		0		0.00				
			0		0.00				
			0		0.00				
			0		0.00				
			0		0.00				
			0		0.00				
	Spec Del-Cust Spec 890045		0						

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		<b>Totals</b>		<b>0.00</b>	<b>0.00</b>		<b>Consultant:</b>					
				(L)	(G)		<b>ID # :</b>					
<b>Hostess:</b>			<b>Page 3 of 3</b>				<b>PO:</b>					

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Consultants Name:

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30%

Ship To:

\$25-\$85

15%

Name:

Book Fair

\$500 +

17%

Address:

\$200-\$500

20%

Address Continued:

Fund Raiser

\$500 Min

Varies

City, State, Zip

Phone:

Title	ISBN #	Qty	Price	Total
		0	0.00	0.00
		0	0.00	0.00
				0.00
				0.00
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<i>Continued on next page</i>				0.00

Hostess:

Page 1 of 4

Total Pg1

\$0.00

PO #:





ID # :

**SUMMARY ORDER FORM**

Title	ISBN #	Qty	Price	Total
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
		0	0.00	0.00
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		0	0.00	0.00
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		0	0.00	0.00
		0	0.00	0.00

**Hostess:**

**Page 3 of 3**

**Total Page 3**

0.00

**Total Page 2**

0.00

**PO #:**

**Total Page 1**

0.00

**Retail Total**

**\$0.00**

#1	<b>Merchandise Selected at Retail</b>			0.00	(A)	#6	<b>Taxable Sales (A+B+E+G)</b>			0.00	(M)
#2	<b>Spec. Del. Merch. Selected at Retail</b>			0.00	(B)	#7	<b>Shipping/Handling - \$3.00 Minimum</b>				
	(Attach blue copy to top left of form)						\$0.00 (A+B+D+L) X 6%			0.00	(H)
#3	<b>Hostess Order</b>	(Attach green form to top left)					Subtotal			0.00	(N)
	\$0.00 =			0.00	(C)						
	Total Customer Sales (A + B)			Merchandise Allowance		#8	<b>Sales Tax:</b>	Depending on your state tax laws, use one			
	Merchandise Cost (from green form)			0.00	(D)			of the following methods to compute sales tax			
	Over Due (If D > C)			0.00	(E)						
#4	<b>Total Commission</b>						Tax Due - Method I				
	\$0.00 x 0.25 =			0.00	(F)		???% X N			0.00	(I)
	(A + B + E)			(From front)			Tax Due - Method II				
							???% X M			0.00	(II)
	<b>Title</b>	<b>Item#</b>	<b>Qty</b>	<b>Retail</b>	<b>Disc</b>		Or Tax Exempt #				
	Hostess Books (25%)-5443		0	0.00	0.00						
			0		0.00	#9	<b>Figuring Total Due</b>				
			0		0.00		Add (M)			0.00	
			0		0.00		Add S/H - Minimum \$3.00			0.00	
	1/2 Price Books (50%)-5445		0				Add Tax Due (I) or (II)			0.00	
			0	0.00	0.00		Add \$2.50 per Special Delivery Order				
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			0		0.00		Subtract Credit Card Payments				
			0		0.00		(Attach charge slips - with authorization #s)				
			0		0.00		Total Due			<b>\$0.00</b>	
	Booking Spec (\$20-\$5)-5443		0			#10	<b>Method of Payment - Check One</b>				
			0				___ Disc ___ MC ___ VISA ___ M/O ___ Check # ___				
			0				Card #				
	Bonus Gift (25%)-5444		0				Exp Date:			Amount Paid \$	
			0		0.00		Name:				
	Promo Books-5446		0				(Order faxed, signature on file)				
			0		0.00		Authorization:				
			0		0.00						
			0		0.00						
	Customer Specials-5451		0		0.00						
			0	0.00	0.00						
			0		0.00						
			0		0.00						
			0		0.00						
			0		0.00						
	Spec Del-Cust Spec 890045		0								
	<b>Totals</b>			<b>0.00</b>	<b>0.00</b>		<b>Consultant:</b>				

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				(L)	(G)		ID # :					
Hostess:				Page 4 of 4				PO:				

