



# Knights of Columbus



## ORDER FORM

**ALL ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO SHIPMENT - SEND NO MONEY WITH THIS ORDER**

### CONTACT INFORMATION

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_ @ \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date of Drive: \_\_\_\_\_

**SHIP TO ADDRESS - This MUST be a BUSINESS ADDRESS with a daytime phone number  
RESIDENTIAL ADDRESS WILL NOT BE SHIPPED**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

### BILL TO ADDRESS - This MUST be a COUNCIL

Council #: \_\_\_\_\_

Council Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

### ORDER INFORMATION

**DO NOT SEND TO TOOTSIE ROLL IF LESS THAN 18 CASES ARE ORDERED**

- Orders of **33 cases** or more will be shipped without freight charges.
- Orders of **18 - 32 cases** will be subject to freight up-charge of 5% of the total order.
- Orders of **17 cases and under will not be accepted or shipped** unless combined with other Councils for a total of 18 cases or more to the same shipping location, shipped at the same time. Each Council order must be 5 cases or more.

Item	Description	Quantity	Cost	Total Cost
914	K OF C TOOTSIE ROLL 300 CT		\$19.50	
9690	K OF C TR BANK/HAT 12 PAK			
Item <b>9690</b> - Indicate the number of K/C Caps and Colleting Canisters needed. There are 12 to each case, one case with every 16 cases of candy ordered. <b>NONE</b> will be shipped if left blank.				
<b>Totals</b>			-----	

### AGREEMENT OF SALES

I agree to pay the invoice amount within 30 days after the completion of the drive unless I request and am granted additional time by you in writing.

Financial Secretary: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_ Phone: \_\_\_\_\_

### COMBINED COUNCIL INFORMATION

Council #: \_\_\_\_\_ Qty: \_\_\_\_\_ Council #: \_\_\_\_\_ Qty: \_\_\_\_\_

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### FORM DISTRIBUTION LIST

Three Copies Required

- 1.) Retain copy for your COUNCIL FILES
- 2.) Mail or email copy to Tootsie Roll K/C Program, PO Box 633, Oak Lawn, IL 60454 - or - aandkmaureen@gmail.com
- 3.) Mail copy to : Regional COORDINATOR

Email or call with questions to: aandkmaureen@gmail.com - or - (708) 423-5193