## Lawson Alumni Association

## Alumni Store



## Instructions:

1. Print form.
2. Enter contact information.
3. Enter desired quantities for each size (clothing) and items.
4. Subtotal quantities for clothing.
5. Calculate dollar amounts for each item (quantity times price).
6. Sum columns for Quantity and Amount.
7. Check desired delivery option - Ship or Pickup, then follow the appropriate instructions to the right.

## Ship:

7. Calculate amount to ship. For example, if you order a total of 4 items, your shipping total would amount to $\$ 12.50$.
8. Calculate order total by adding the \$ amount subtotal and shipping.
9. Make check payable to the Lawson Alumni Association.
10. Send check and completed order form to Lawson Alumni Association, PO Box 31 Lawson, MO 64062.

## Pickup:

7. Enter $\$ 0.00$ for shipping.
8. Write subtotal amount in Order Total field.
9. Contact Josh Thomas at 816/580-7098 to place the order and arrange a date and time to pay and pickup the order at American Family Insurance, 106 W 3rd St. Lawson, MO 64062.

| Name | Street |
| :--- | :--- |
| Phone \# | City, State, Zip |


|  |  |  | \$ Amount |
| :--- | :---: | :---: | :---: |
| Item | Quantity Subtotal | Price | Subtotal |
| Stadium Seat |  | $\mathrm{X} \$ 45=$ |  |
| Column Subtotals |  |  |  |
|  |  |  |  |
|  |  |  |  |Ship - \$5.00 for 1st item, \$2.50 for each addt'l item

+ Shipping
$=$ Order Total
$\square$

