

**LITERATURE, DONATION,
AND
NUMBER OF MEETING SCHEDULES
FORM**

GROUP NAME _____

TODAY'S DATE _____

1. **Total Literature Order Amount**.....\$ _____
(from Literature Order Form)
2. **Add 7 % Sales Tax**.....\$ _____
(See below for instructions on how to figure sales tax*)
3. **Total Literature Order & Sales Tax Amount**.....\$ _____
4. **Enter Donation from Group to Area**.....\$ _____
5. **TOTAL AMOUNT GIVEN TO TREASURER**.....\$ _____
(Add lines 3&4 together and put amount onto line 5)

NUMBER OF MEETING SCHEDULES REQUESTED

***PLEASE CIRCLE AMOUNT OF MEETING SCHEDULES YOUR GROUP IS TAKING

25 50 75 100 125 150 175 200

*Method 1: Multiply line 1 by 1.07, then insert the answer directly into line 3, leaving line 2 blank. **(The easier method)**

*Method 2: Multiply line 1 by .07, then insert your answer onto line 2. Add lines 1 & 2 together and insert your answer onto line 3. **(The harder method)**