

## Music Students:

## STUDENTS,

- 1. Please Fill out forms and envelope completely
  - Your first and last name phone # on envelope and all forms
  - Customer's first and last name and phone # on each form
  - 2. Collect money at time of sale. All checks made out to:

## <u>Portage Music</u> <u>Boosters, Inc.</u>

- Give customer top copy of order card, put hard copy & money in sales envelope
- TURN IN all orders with money no later than Monday, November 13th.
- 3. Make sure customers are aware of pick up times at the Fairgrounds Building 8 Portage, WI
  - Students are responsible to make sure all orders are picked up