

# Itemized Gift Card Form

Your Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

<b>1</b>	Fill in order form.	<b>2</b>	Get full payment from customer. <i>*Make cheques payable to Meadowlark Christian School with cheques dated no later than <u>November 25</u></i> Provide receipt to your customer (attached).	<b>3</b>	<b>Return order form</b> with full payment to school on or before <u>November 25 at 9:00 am.</u>	<b>4</b>	<b>Pick up your Gift Cards</b> at the library between <u>3-4 pm December 5.</u> These are like cash so we require your signature.	<b>5</b>	<b>Distribute Gift Cards</b> accordingly.
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Full payment **MUST** accompany your order. | Gift Cards will be available and **MUST** be picked up and signed for in the library between 3:00 pm-4:00 pm on Friday, December 5.

Name **John Smith** Phone **780-123-4567**  
Address **5555-55 Avenue**

Quantities		Retailer	Gift Cards	Dollar Value
<b>2</b>	X	<b>FakeCo.</b>	<b>\$50</b>	<b>\$100</b>
<b>4</b>	X		<b>\$100</b>	<b>\$400</b>
<b>2</b>	X	<b>Made-Up Sporting Goods</b>	<b>\$25</b>	<b>\$50</b>
	X			
	X			
	X			
			<b>Total</b>	<b>\$550</b>

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Quantities		Retailer	Gift Cards	Dollar Value
	X			
	X			
	X			
	X			
	X			
	X			
			<b>Total</b>	

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Quantities		Retailer	Gift Cards	Dollar Value
	X			
	X			
	X			
	X			
	X			
	X			
			<b>Total</b>	

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Quantities		Retailer	Gift Cards	Dollar Value
	X			
	X			
	X			
	X			
	X			
	X			
			<b>Total</b>	

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Quantities		Retailer	Gift Cards	Dollar Value
	X			
	X			
	X			
	X			
	X			
	X			
			<b>Total</b>	

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Quantities		Retailer	Gift Cards	Dollar Value
	X			
	X			
	X			
	X			
	X			
	X			
			<b>Total</b>	

Use these as receipts for your customers who buy gift cards from you.

RECEIPT	GIFT CARDS	(NAME) _____ has purchased
		\$ _____ worth of (RETAILER) _____ Cards.
		<i>Thank-you for supporting Meadowlark Christian School.</i>

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