

Final Payment Worksheet

Use this form to summarize all invoices and credits and to calculate final payment due.

	Invoice #	Amount
Initial Merchandise Order		\$
Re-order #1		\$
Re-order #2		\$
Other		\$
Credit for Merchandise Returns	Enter amount from 'Merchandise Returns Worksheet'.	- \$
Total Before Any Discounts		\$
Adtl. Discounts / Credits		- \$
*If you are exempt from sales tax you must include a copy of your tax exemption certificate with your payment. NO EXCEPTIONS. (This applies to schools in Florida ONLY)	Subtotal	\$
	Sales Tax	\$
	Grand Total	\$

School Name	
Sponsor Name	



*Please fax this completed worksheet along with the Merchandise Returns Worksheet to 1-386-758-6789 upon completion.

1-800-234-5561

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Merchandise Returns Worksheet

- Use this form to calculate the credit due for your returned merchandise -

You must complete this worksheet *before* you can complete the 'Final Payment Worksheet'.

Price Code	QTY Returned	Qty Damaged or *Missing	Total QTY	School Cost (Ea.)	Total
<i>Example</i>	<i>10</i>		<i>10</i>	\$ 2.00	\$ 20.00
PC 1				\$ 0.25	
PC 2				\$ 0.50	
PC 3				\$ 0.75	
PC 4				\$ 1.00	
PC 5				\$ 1.50	
PC 6				\$ 2.00	
PC 7				\$ 2.50	
PC 8				\$ 3.00	
PC 9				\$ 3.60	
PC 10				\$ 4.15	
PC 11				\$ 4.70	
PC 12				\$ 5.25	
PC 13				\$ 5.50	
PC 14				\$ 6.05	
PC 15				\$ 7.15	
PC 16				\$ 8.25	
PC 17				\$ 9.35	
PC 18				\$ 10.00	
PC 19				\$ 13.25	
PC 20				\$ 15.40	
PC 21				\$ 20.90	
				Total Credit Due	\$

* Please note, do NOT count an item as missing if it is shown as 'not shipped' or 'remaining open' on the pack lists.



School Name -
Sponsor Name -
Total # of Boxes Returning -

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