

Singing Valentine Order Form Directions - 2012

1. Items indicated as Office Use will be filled in by the order processor – don't worry about them.
2. # recip.: = number of recipients for this order
3. Recipient(s): = First name(s) correctly spelled & Last name. (unless same as “from” person)
4. Deliv. Address = complete address and City, include bldg. #/floor/room or apt. #.
5. Establishment = “Home” or name of business (e.g. Seagate, or Chili's Restaurant)
6. Deliv. Day / Time and Alt. = when expected, we attempt to be +/- 2 hours of time or will call contact.
7. From: = name of person requesting delivery (and this persons mailing address below)
8. Contact phone = where to call for alteration or confirmation of delivery time/date. (may be other than from)
9. Mail Address = **REQUIRED TO SEND** Flyers for upcoming events.
10. Email Address = **Please** get a valid email address for sending chorus show fliers, etc. (saves postage)
11. Charge = What did you quote ordering person. \$40 for first recip. \$25/additional (same time/location)*
12. Paid Amt = What did you collect or enter – Mail if check is in the mail – or - Q'tet if they are to collect.
13. Quartet Assign = If ordering person requests a q'tet by name, if available. Else it will be assigned.
14. Ordered via = your name on this form. We can confirm to you that delivery will/has happened

*YOU! Decide the price of Group/Senior order charges. Senior suggested is \$35 for 1 + \$20 per each additional. YOU! may choose a lower fee. (It's more important to do one, than loose one!)