

Customer: \_\_\_\_\_

ORDER #: \_\_\_\_\_

**CONSIGNMENT ACCOUNTING FORM 2011—Return this copy to MRC**

You must return the remittance for total sales along with this form to the Mission Resource Center, attention Accounts Receivable, within **one** week after the close of the event/meeting. Mail the form in the enclosed envelope.

CONFERENCE/DISTRICT \_\_\_\_\_

DATE OF MEETING \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

PERSON WHO ORDERED RESOURCES \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

TREASURER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**MONEY FOR MATERIAL SOLD** (Check or Money Order **ONLY**) \$ \_\_\_\_\_

# OF INDIVIDUAL ORDERS ATTACHED \_\_\_\_\_ **MONEY FOR ORDERS TAKEN** (No Cash Please) \$ \_\_\_\_\_

# CREDIT CARD SLIPS (Originals Only) \_\_\_\_\_ **TOTAL CREDIT CARD SALES** \$ \_\_\_\_\_

**TOTAL \$\$ ENCLOSED** \$ \_\_\_\_\_

# CHECKS ENCLOSED \_\_\_\_\_ # MONEY ORDERS ENCLOSED \_\_\_\_\_ # CREDIT CARD SLIPS \_\_\_\_\_

**NOTICE – TEXAS Residents Only:** Unless tax-exempt number is added to order, Texas State law requires us to collect **Sales Tax**.

Tax exempt Number: \_\_\_\_\_

**TOTAL TAXABLE SALES** \$ \_\_\_\_\_

Texas Residents add **Sales Tax** for **TAXABLE** Sales + \_\_\_\_\_

**TOTAL SALES TAX DUE** (Please include this amount in separate check) \$ \_\_\_\_\_

**MAKE CHECK OR MONEY ORDER PAYABLE TO "MISSION RESOURCE CENTER"**

Number of Cartons returned \_\_\_\_\_ Number of Tubes \_\_\_\_\_ Date Shipped \_\_\_\_\_

Method of Shipment: UPS \_\_\_\_\_ USPS \_\_\_\_\_ FedEX \_\_\_\_\_

Person returning the material \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

Remarks: \_\_\_\_\_

Customer: \_\_\_\_\_

ORDER #: \_\_\_\_\_

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TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

TREASURER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

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Remarks: \_\_\_\_\_