

Customer: _____

ORDER #: _____

CONSIGNMENT ACCOUNTING FORM 2010—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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