



HOW TO FILL OUT YOUR CANDY ORDER FORM

➤ **PRINT CLEARLY!**

- Enter the # of cases for each product and enter the TOTAL COST for each selection
- If Caps #9690 (old fashioned “butcher hats”) are wanted, enter the # of caps wanted according to the allocation shown
- Complete the BILL TO box. Print Legibly-This is the address to which your invoice will be sent!
- Complete the SHIP TO address. Again Print Legibly!
- The SHIP TO *must* be a business which is manned between 8:00 AM – 5 PM. With a telephone # that the truck driver can call to arrange delivery.
- Print the name of your Financial Secretary with a phone # and insert your Chairman’s Name with a phone #.
- Be sure to clearly indicate the date of your drive so Tootsie Roll can schedule your delivery
- If your order includes candy for smaller councils, indicate their #'s and the number of cases for each.
- Smaller councils (needing fewer than 18 cases) must give their order form to a larger council and their order will be shipped with the larger council’s order However, the smaller council **MUST SEND THEIR PINK ORDER FORM** copy to the State Office.
- The larger council must include the smaller council’s order form when they send their order to Tootsie Roll. By doing this, all councils will get their own invoice.
- Follow these instructions you should have no trouble.
- If you have questions, call or email the State Office at 815-935-2262 or donna@illinoisknights.org for assistance