

# How to take an order and add it up

1. Write their name , phone #, and email
2. Write the item #, item description, and price in the appropriate areas
3. Add up all the items
4. Add shipping first -  
How to add shipping: if the order is under \$45, the shipping is \$4.50, if the order is over \$45, the shipping is 10%
5. Then add tax -  
How to add tax: Add the tax % that is your city tax
6. Add everything altogether and you have your total!

PAYMENTS ACCEPTED: Cash, Visa, Mastercard, Discover, or check made out to

NOTE: if you pay with a credit card, please fill out the address section complete. Thank you! If you have any questions, feel free to contact me:

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