

# 2016 SREL CHEESE SALE

## INSTRUCTIONS

**ALL ORDERS MUST BE RECEIVED BY 9PM**

**ON NOVEMBER 3<sup>RD</sup>, 2016**

There will be three ways that orders will be received

1 Make a copy or copies of the Sales Form and fill them out and drop it off at the Club, just like we have done in the past.

2. Open the Sales Form in EXCEL and save it. Fill in the needed information the Quantity of each item ordered, Customer name, and sellers name. (Then do a SAVE AS and put an extra number or letter to make each one different) Send it as an attachment to an email to [schuhere@woh.rr.com](mailto:schuhere@woh.rr.com)

3. If you want to make multiple orders. Open the Tally Form in EXCEL and save. Fill in the required information (one line = One Order) customer name/salesperson, you can use your last name or call sign, then place the quantity of each item in the proper column. That is all that is required the totals will be automatically calculated. When orders are entered, . (Then do a SAVE AS and put an extra number or letter to make each one different) Send it as an attachment to an email to [schuhere@woh.rr.com](mailto:schuhere@woh.rr.com), If you want to add more orders, use the same Tally Form and continue entering the required information until the sheet is full. If you need to make more orders open another Tally Form that was saved initially.

ANY Questions Call me at 419=307-0494