

**NORTHEAST FREEDOM AREA
LITERATURE REPORT
MAY 2016**

<u>MONEY COLLECTED IN APRIL:</u>	<u>\$1337</u>
<u>LITERATURE ORDERED IN MAY:</u>	<u>\$1287.48</u>
<u>CURRENT LITERATURE ON HAND (OLD ESTIMATE):</u>	<u>\$7012.11</u>
<u>*ACTUAL CURRENT LITERATURE ON HAND:</u>	<u>\$6275.78</u>

Discrepancy due to using the “money collected” value to determine “current literature on hand”. I am going to switch to using the actual total from all the order forms to calculate “literature on hand”.

HOW TO SUBMIT YOUR LITERATURE ORDER:

1. TAKE AN ORDER FORM AND A LETTER/NUMBER CARD FROM THE BACK STAGE.
2. WRITE YOUR LETTER/NUMBER ON THE TOP OF YOUR ORDER FORM, AND THEN FILL OUT ACCORDINGLY.
3. PLACE YOUR COMPLETED FORM IN THE CORRESPONDING BOX ON THE BACK STAGE.

KEEP YOUR LETTER/NUMBER CARD WITH YOU, AND VISIBLE SO THAT WE MAY QUICKLY AND EASILY DELIVER YOUR ORDER

4. RELAX AND WAIT FOR US TO BRING YOUR ORDER TO YOU. 😊

SOME REMINDERS:

- PLEASE SUBMIT YOUR ORDERS NO LATER THAN 7:30PM
- THE ORDERS ARE FILLED AS QUICKLY AS POSSIBLE, PLEASE BE PATIENT.
- CHECK YOUR ORDER BEFORE YOU LEAVE. IF THERE ARE ANY PROBLEMS, PLEASE SEE ANY LITERATURE COMMITTEE MEMBER.
- ONLY LITERATURE COMMITTEE MEMBERS ARE PERMITTED AT THE MONEY TABLE IN THE BACK. PLEASE BE RESPECTFUL OF THIS.

In Feline Service,
Tony O - 443.871.6019