

ORDER ERROR FORM

Student's Name: _____ Teacher: _____

Dear Parent or Guardian: Thank You for participating in this year's fundraiser. Your order is being processed; however, we have found an error (see below).

Your order total = \$ _____

Money Received = \$ _____

Over Payment = \$ _____

Amount Short = \$ _____

You will find a refund for the over payment in the attached envelope.

Please return the shortage amount to the school as soon as possible.

Your order is being returned to you with all money collected, \$ _____. Your order was checked and is not clear. Please return the order form completed with the correct dollar amount.

If you have any questions, please call: _____ at _____.