

Tally Sheets

Based on feedback from other customers, these tally sheets are a great tool to save you time!

- The **Classroom Tally Sheet** is for each classroom teacher to use when collecting their sizes and money. When you are ready to tally up all the sizes, have each teacher return this form to you.
- The **Coordinator Order Form** is for you to total/finalize each classroom's total sizes onto one sheet.

You can open these in Adobe Reader and type in your school's order information. If you have the most recent version of Adobe Reader XI, you can save the file to your computer with your information. Older versions may only allow you to print your information.

You can fill out, save and email back your Coordinator Order Form with everyone's sizes to your sales representative. We will take it from there to ensure your order is processed successfully.

Student Order Forms- [More Information Here](#)

Individual Folding and Bagging- [More information Here](#)

How Do I Submit My Final Order- [More information Here](#)

SCROLL TO VIEW
TALLY SHEETS



Teacher Name: _____

Grade: _____ Shirt Color: _____

Student Name	Youth				Adult							Amount Paid		
	YS	YM	YL	YXL	S	M	L	XL	2X	3X	4X		5X	
Totals:														

- List each child's name, size and amount.
- Make a copy of this sheet for your records.
- Turn tally sheet and money into school coordinator.

Amount of Checks _____
 Amount of Cash _____
 Total Cash & Checks _____

School Name: _____ Contact Name: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Phone # _____ Fax # _____

Product	Color	Youth				Adult					Total <small>(total for each color)</small>			
		YS	YM	YL	YXL	S	M	L	XL	2X		3X	4X	5X

Total: _____

INSTRUCTIONS

1. When Classroom Tally Sheets are returned to the Spiritwear Coordinator, total the sizes by shirt color and size on this form.
2. Submit your completed form via email or fax.

In-Hand Due Date: ____/____/____

Payment Method:
 Check Purchase Order Credit Card