**PLEASE PHOTOCOPY THIS PAGE BEFORE USE**

# Class/Teacher Reconciliation Form

**Use this form ...**

to help you reconcile class payments. **You may wish to copy the completed form and send one copy with your order** and retain the other. You can access an electronic version of the form (which will automatically add lines across and columns down) by going to *www.scholastic.com.au/bookclub*. When you have completed the electronic version of the form, you can print out the number of copies you require.

**SCHOOL:** **CUSTOMER CODE:** ☐☐☐☐☐☐ ☐☐

| $ VALUE | | | | | |
|---|---|---|---|---|---|
| TEACHER/CLASS | CASH | CHEQUE | CREDIT CARDS | VOUCHERS/ COUPONS | TOTAL |
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| TOTAL | $ | $ | $ | $ | $ |