

Book Order Form Checklist

Create order form:

- ☐ Name
- ☐ Email
- ☐ Phone (mobile)
- ☐ Phone (home)
- ☐ Address
- ☐ Book Title(s)
- ☐ Quantity
- ☐ Payment method
- ☐ Billing address (if different)
- ☐ Shipping address (if different)
- ☐ Autographed
 - ☐ To whom?
- ☐ Print order form(s)
 - ☐ Single page
 - ☐ Duplicate/carbon copy
 - ☐ Triplicate
- ☐ Bring order forms to every event
- ☐ Keep forms in my car

Notes:
