



Outstanding Balance Report

2017 Fall Sale

Troop # _____	Level	D	B	J	C	S	A	Service Unit # _____
Leader _____								Phone # _____
Troop Fall Manager _____								Phone # _____

- 1) Complete a separate form for each girl/guardian who has any amount unpaid by **Thursday, Nov. 30, 2017**.
- 2) Complete all information, including the amount originally owed and any amount paid.
- 3) Attach all receipts and signed Participation Agreement.
- 4) Contact Product Sales to report balance and request ACH reduction, by **Thursday, Nov. 30, 2017**.
- 5) Submit this final paperwork to service unit fall coordinator by **Friday, Dec. 1, 2017**.

****Outstanding balances include girl delivered nut/chocolate products only;
do not include magazines or shipped orders.****

Name of Girl Scout with money still due: _____	
Parent/guardian name: _____	
Address: _____	
City/Zip: _____	
Phone: (____) _____ Cell: (____) _____	
a. # of \$7 cans/boxes sold (____) x \$7	= _____
b. # of \$8 tins sold (____) x \$8	= _____
Total owed (a. + b.)	= _____
c. Payments received	= _____
Amount still due Council (a. + b. - c.)	= _____

Contact made by troop fall manager:

Date	Type of contact (e.g. phone, text, email)	Notes