



## **Instructions:**

### **Please Note:**

Use an original form and complete legibly in order to ensure that your order is properly and promptly processed.

### **Section A: Buyer Information**

Complete all requested information regarding your wholesale company.

### **Section B: Order Information**

Enter total number of tax stamps of each type you wish to order on the appropriate line.

- One roll of tax stamps for 20-pack cigarettes has 30,000 stamps.
- One sheet of tax stamps for 25-pack cigarettes has 150 stamps.

In the Tax Due column, calculate the amount of tax for each type of stamp ordered.

- The gross cost for one roll of 30,000 stamps for 20-pack cigarettes is \$30,900.00.
- The gross cost for one sheet of 150 stamps for 25-pack cigarettes is \$193.13.
- The gross cost for one sheet of 150 stamps for 20-pack cigarettes is \$154.50.  
(Please round up on 5 and round down on 4 in the thousandths place.)

1. Total "Tax Due" column.
- 2a. Calculate total number of tax stamps ordered for all types.
- 2b. Calculate stamp purchase discount of \$0.015 per stamp.
  - The discount for a roll or 30,000 20-pack stamps is \$450.00.
  - The discount for a sheet of 150 20 or 25-pack stamps is \$2.25.
3. Subtract the calculated discount amount in line 2b from the total gross value in line 1.
- 4a. Indicate your shipping carrier and account number, if applicable.
- 4b. Indicate your carrier billing number, if applicable.

### **Section C: Bank/Buyer Acknowledgement**

Please acknowledge stamps purchased by completely filling out the Bank/Buyer information.

### **Section D: For Banks/OTC Use Only**

Please detail the Roll/Sheet numbers associated with stamps delivered to the buyer.