



# Rockway Mennonite Collegiate Inc.

110 Doon Road, Kitchener, Ontario, Canada N2G 3C8  
Web Site: [www.rockway.ca](http://www.rockway.ca)

Tel: (519) 743-5209  
Fax: (519) 743-5935

## SHOP ROCKWAY GROUP ORDER FORM (Instructions on reverse)

Group Name: \_\_\_\_\_  
(Please Print Clearly)

Date: (mm/dd/yyyy): \_\_\_\_\_

Name	President's Choice (No Frills)		Sobey's (FreshCo)		Tim Hortons		Metro/ Food Basics		Total (A)
	\$50	\$100	\$50	\$100	\$10	\$50	\$50	\$100	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
Total # of Cards (B)									(E)
Multiply by the card value (C)	\$50	\$100	\$50	\$100	\$10	\$50	\$50	\$100	
Total Owing (D)									(F)

**President's Choice** includes Zehrs, Loblaws Real Canadian Superstore/Wholesale, No Frills, Fortinos

**Sobeys** includes PriceChopper, FreshCo, IGA

**Metro** includes Food Basics, A & P

Grand total owing: \_\_\_\_\_ (Amount in box "F") **<Cash or cheque payments only>**

Email this form to: [shop@rockway.ca](mailto:shop@rockway.ca) or fax this form to: 519.743.5935. Pick up at Rockway's Business Office window (payment due at pickup)

Cards will be available for pick up at the Business Office window after 3:00 pm the following business day. Payment is due at pickup.

Inquiries: 519.342.0007 ext 3012

This form is online at [www.rockway.ca/shop](http://www.rockway.ca/shop)

## Group Order Procedure:

1. This form can be used by groups, or by individuals that are placing bulk orders for credit to their own tuition account. The group or individual must be registered before this form can be processed.
2. For each individual order, record the person's name and the quantity of each card they want. Calculate the total owing for that order, and enter it at the end of the corresponding row in column "A". Make sure you receive their payment when they place their order! Cheques must be made out to Rockway Mennonite Collegiate. We can not accept third party cheques (cheques that are made out to you, then endorsed over to Rockway).
3. If there are more than 8 orders, please complete 1 form for every 8 orders. Each order form will be processed individually, and the cash/cheque total for each order must match the amount in box "F" on each order form.
4. Once all the orders have been collected, total the number of cards in each column and place the total in the corresponding box in row "B".
5. For each column, multiply the total number of cards in row "B" by the card amount in row "C", and record the total dollar value in the corresponding box in row "D".
6. Add up the totals in row "D", and put the sum in box "F".
7. Add up the individual order totals in column "A", and record the total in box "E".
8. The amounts in box "E" and "F" must balance.
9. Email or fax the order to Rockway. Please allow 1 Business day for processing.
10. Come to the Business Office with the cash/cheques you have collected, and pick up the order.
11. Distribute the cards to the people that ordered them, and collect their next order!

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*Thank you for supporting Rockway! 2.5% of all sales is credited to your group, and 2.5% goes directly to support the mission of Rockway - educating our young people to be **responsible, globally-minded, compassionate, and reflective** learners.*