



Cover Letter

► Youth Group/Church: _____

Coordinator: _____

Church Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Event Date: _____

Cash & Check Order Total: _____

Credit Card Order Total: _____

EVENT SALES TOTAL: _____

Include this Cover Letter along with:

- ☐ Completed order forms
- ☐ Supporters' checks
- ☐ Single check from your church for the full amount of cash orders received at the event
- ☐ Card reader
- ☐ Mobile device, if you borrowed from Logos

All checks should be made out to Logos Bible Software. Within 3–5 business days of receiving the above content, all orders will be processed for your profit sharing payment and product orders will be shipped to or unlocked for your supporters.

Mail to:

Logos Bible Software
ATTN: Accounting Dept.
1313 Commercial St.
Bellingham, WA 98225