



ORDERS & PAYMENTS

How to Take an Order

To make ordering easier for the Profit Sharing portion of the event, we highly recommend communicating the importance of supporters paying by check, payable to Logos Bible Software. Supporters can also pay by cash or credit card. For cash orders, supporters will pay the church for their purchase. The church will later send a single check for the sum total of all cash orders, made out to Logos Bible Software. Supporters can also pay via credit card using a mobile payment system (see [CreditCardDetails.pdf](#)). **All orders must be placed at the time and date of the event.**

How to Submit the Orders

Using the information from collected Order Forms, add up the totals for all orders (check, cash, credit card), fill out the [CoverLetter.pdf](#), and mail all order forms and checks back to Logos Bible Software, along with the single payment via check from your church for the total amount of cash orders collected during the event.

Once the completed Order Forms, Cover Letter, checks, card reader, and mobile device (if provided) are received by Logos, all orders will be processed. Base packages will be shipped (if the supporter selected to receive a DVD) or unlocked (if the supporter selected the download option) within 3–5 business days. We will review all content and send you a profit-sharing check!

Example

If you sell a Scholar's Library: Gold package to three supporters who paid by check, two by cash, and one using credit card, you will collect five payments of \$1,172.96 each (plus state and local sales tax, if applicable—see below):

\$1,172.96 per Gold package x 5 packages = \$5,864.80 (plus tax for CA, GA, IL, PA, TX, & WA)

Collect and attach the checks to their corresponding order forms. For the credit card order, process the payment using an approved mobile device (see [CreditCardDetails.pdf](#)). Credit card orders are tracked through the payment app and are submitted directly to Logos. Collect payment for the two cash orders at the event. Your church will send Logos one check for the total of all the cash orders you took. Upon receiving all the checks and order forms (for cash, check, and credit orders), Logos will process the orders and send you a profit-share check.

Sales Tax

Orders placed in California, Georgia, Illinois, Pennsylvania, Texas, and Washington are required to pay local sales tax on the selected base package's featured discount price. As tax rates differ per city and state, please apply the tax percentage rate where the fundraiser is being hosted. Consider using <http://www.zip2tax.com> or your local government's website to find this rate using your zip code.

Exception: CA & GA residents are not required to pay sales tax for downloadable packages.

All states outside of the six states above are tax exempt.