

**INSTRUCTIONS for completing the
Additional COMPOSITES Form (#953)**

IMPORTANT NOTES: Add any additional composite forms, include the reference number from the current Composites order form and number these additional sheets as part# of total# (such as 2 of 3 and 3 of 3, etc.). Be sure to write the reference number on these additional sheets and to staple all these listings together.

1. Fill out this section completely by writing your company name for Customer Name and by listing the School's Name on the lines provided.
2. List the teachers and aides names for each composite. Be sure to include the grade and the total number of composites ordered for each class or teacher.

Please write in the number of students from the original shoot, the retake shoot, and the absentee shoot.

An EXAMPLE of completing the Composite Listings:

Teacher	Grade	# Stu. Orig.	# Stu. Retakes	#Stu Absent	Total # Composites Ordered
Mrs. Jane Stone					
Aide Miss Julie Bennett	1	22	10	8	45