



PBC BOOK FAIRS

MONEY HANDLING GUIDE What You Are Earning

PBC Book Fair Benefits

- ◆ **You will receive 20% of your net sales.**

A Book Fair Sales Summary & Credit Certificate will be issued about **4 weeks** after the close of your fair.

Two Easy Ways to Spend Your Earnings

- ◆ **Option 1: Warehouse Credit**

Stretch your earnings as far as possible by coming in to shop! Our warehouse has thousands of books in stock, 50% off retail prices every day. We are located at AZ143 & University Dr.

3418 S 48th St #305

Phoenix, AZ 85040

Mon-Fri 10a-5p or by appointment.

If you see books on the fair that you would like, fill in your **How I Want to Spend My Credit** Form and we will pack and send them to you. ***Please do not remove books from the fair.***

- ◆ **Option 2: Cash Back**

We can issue your school or organization a check for the amount of credit earned. *Available for 4 weeks from date of issue.*

All credit expires 6 months after date of issue. Option 2: Cash Back is only available for 4 weeks from the date of issue.

How to Read Your Sales Summary & Credit Certificate

- ◆ **How Net Sales Are Calculated**

PBC's pricing structure includes the tax in the book's sticker price, so your invoice shows the tax collected. At the close of your fair, we tally up your sales and then back the tax out. Then we calculate your 20% Back from the Pre-Tax total.

- ◆ **Your Credit Certificate will show the Sales With Tax, Sales Pre-Tax, and Your 20% Back:**

Total Sales With Tax	\$1,250.00
<i>Minus Tax Collected</i>	— \$98.99
Pre-Tax Sales	\$1,151.01
<i>Times 20%</i>	X 0.20
Your 20% Back	\$230.20

We are required by state law to charge and remit the TPT Tax amount for regular book fair sales, even if your School, PTO, District or other non-profit organization is acting as a middleman for payment. If your library wants to make a qualified tax-exempt purchase, please contact us for details on how to proceed.

Why is there tax?

My PTO is Tax-Exempt.

Good question! It's because your students/parents/customers are purchasing books from Phoenix Book Company, not your PTO. The tax is collected as part of the purchase price and we remit it to the state as required by law.



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Tips for Cashiering Your Fair

You Will Need

All Prices Include Tax & Are Even Dollar Amounts

There are a few 2 for \$1 items, so all transactions will sum up to either \$XX.00 or \$XX.50.

No pennies needed :)

- ◆ **Cash Box and Start Up Money**
\$100 (\$5s and \$1s) per cash box is recommended, plus a small amount of coin.
- ◆ **Computer with Internet Access**
- ◆ **Optional but helpful:**
Adding Machines or Calculators with Receipt Tape
Paper Clips, Rubber Bands, and Coin Wrappers
Name Tags and Sign-In/Out sheets for Volunteers
Power Strip & Extension Cord
Pens, Pencils, and Scratch Paper
Stickers *(Some schools cover the PBC price sticker with their own sticker when books are purchased as a way to help prevent theft.)*

We Will Provide

Don't Forget! Your Daily Sales Summary Sheets are MANDATORY.

Always have 2 people verify and sign the Daily Sales Sheet.

- ◆ **Live Credit Card Processing**
We will provide a live credit card processing system, either a USB swiper you attach to your computer and use with a website or a handheld all-in-one terminal unit.
- ◆ **Manual Charge Slips**
Included in the unlikely event the Online or Handheld Terminal is unable to connect, follow the instructions provided on the manual charge slip form.
- ◆ **Daily Sales Summary Sheets**
Use these to count down your cash box at the end of every day. Keep a copy for your own records.
- ◆ **Funds Envelope**

Before Pick-Up

- ◆ **We will pick up your Daily Sales Sheets, Funds Envelope, Credit Card Receipts, and Earnings**
Please make and retain copies for your own records.
- ◆ **If Applicable, Attach a Copy of Your PO**
You MUST include your Daily Sales Sheets and all Credit Card Receipts, even if you are using a PO for your fair.
- ◆ **Have all forms, money, receipts, etc. ready when our Pick-Up Team Arrives.**



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Tips for Money Handling

Cash, Checks, and Credit Cards

Available by Request

If you will be returning cash to PBC, we can provide Tamper Evident Cash Deposit Bags for your convenience. Just ask us!

Questions about Credit Card Transactions?

Each Credit Card system comes with a full set of instructions for processing sales, voiding transactions, and general information. Refer to it with questions.

Daily Sales Sheets

Don't Forget! Your Daily Sales Summary Sheets are MANDATORY.

Always have 2 people verify and sign the Daily Sales Sheet.

- ◆ **Sort and Face Bills**
Separate by monetary denomination and bundle by day.
 - ◆ **If you choose to accept checks, know you are responsible for any returned NSF plus a \$25 fee.**
We recommend only accepting checks made out to your school/organization then having your organization issue PBC a check for the total. Please follow these guidelines:
 - Make sure check is imprinted with name and address.
 - Write the customers Phone Number on the check.
 - Make sure the check is signed and for the correct amount.
 - DO NOT ACCEPT out-of-state or damaged checks.
 - ◆ **Do Not Accept Gift Cards**
 - ◆ **Visa, Mastercard, & American Express are OK**
Keep track of sales on the Online Terminal Transaction Form.
If you have a unit that prints receipts:
 - Make sure Merchant Copy of receipt is signed, retained, and given to PBC. All original receipts must be returned to PBC.
 - Print a separate Customer Copy for the customer.
 - If you have a handheld machine, you must batch it at the end of every day. **Attach the batch report to your DSS.**
 - ◆ **If you use the Manual Charge Slips, you must follow all instructions and return the original copy to PBC.**
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- ◆ **Two People Should Count Together**
 - ◆ **Always Take Out Your Starting Cash Before Filling In Your Daily Sales Sheet.**
 - ◆ **Count the Remaining Money and Fill In the Form**
Then fill out the corresponding fields on the Funds Envelope and secure the cash inside. We recommend bundling by day. You may save coin for the last day.
 - ◆ **Keep the money, DSS, Credit Card Equipment and Cash Box in a secure location.**