PBC BOOK FAIRS

MONEY HANDLING GUIDE

What You Are Earning

PBC Book Fair Benefits

Please DO NOT Remove Books From the Fair.
If you see books at 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.

Restrictions Apply

All credit *expires 6 months after date of issue.*
Warehouse Credit *is good for in-stock PBC Warehouse items ONLY! (NO online or special orders).*
Cash Back *is only available for 4 weeks from the date of issue.*

- **You will receive 20% of your net sales.**
  A Book Fair Sales Summary & Credit Certificate will be issued about **4-6 weeks** after the close of your Fair.

Ways to Receive Your Earnings

- **Warehouse Credit:** Stretch your earnings as far as possible by coming in to shop! Our Book Fair Warehouse is open year-round and has a wide variety of books in-stock for 20-60% off retail prices every day. We are located at the AZ 143 and University Drive in Phoenix.

  3418 S. 48th St. #305, Phoenix, AZ 85040
  M-F 10am-5pm or by appointment

  Can't visit the Warehouse? Contact us at bookfairs@phoenixbookcompany.com for other options.

- **Cash Back:** We can issue your school or organization a check for the amount of credit or credit towards your invoice.

- **Combination of Warehouse Credit & Cash Back**
  You can also choose a combination of Cash Back and Warehouse Credit, if you would like.

How to Read Your Sales Summary & Credit Certificate

My PTO is Tax-Exempt. Why do you charge tax?

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

- **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 out sales tax. Then we calculate your 20% Back from the Pre-Tax total.

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

Total Sales With Tax	**$1,250.00**
Minus Tax Collected	— $98.99
Pre-Tax Sales	**$1,151.01**
Times 20%	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.

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Tips for Cashiering Your Fair

You Will Need

- **Cash Box and Start-Up Cash**
  $100 ($5s and $1s) per cash box is recommended, plus a small amount of coin.
- **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.)*
  Computer with Internet Access (for backup web link only)

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 ☺

We Will Provide

- **Live Credit Card Processing**
  We will provide a live credit card processor (via smartphone with its own secure data connection and card reader/swiper). A backup web link is also available upon request (manual data entry only).
- **Manual Charge Slips**
  Included in the unlikely event the card reader/swiper or web link is unable to connect, follow the instructions provided on the Manual Charge Slip Form.
- **Daily Sales Summary Sheets (MANDATORY)**
  Use these to count down your cash box at the end of every day. Keep a copy for your own records.
- **Funds Envelope**

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

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

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 Summary Sheets, even if you are using a PO for your Fair.
- **Have all Forms, Money, Receipts, etc. ready when our Pick-Up Crew arrives.**

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Tips for Money Handling

Cash, Checks, & 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.

- **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 Credit Card Transaction Form.
  If you use the Manual Charge Slips, you must follow all instructions and return the original copy to PBC.

Daily Sales Sheets

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

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

- **Two People Should Count Together**
- **Always Take Out Your Start-Up Cash Before Filling In Your Daily Sales Sheet.**
- **Count the Remaining Money and Fill In All Fields on 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.**