



**PBC
BOOK FAIRS**

IMPORTANT TO DO LIST

Things To Remember

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Daily Sales Sheets Are Mandatory

Even if you are using a PO for your fair, balancing your cash box at the end of each day is crucial to the success and accuracy of your book fair. Please follow the instructions on the sheet at the end of each day of sales.

Safety and Security

Never leave your fair open and unattended. Never leave the cash box open. When possible, keep sidelines trays out of reach and by the register.

Overnight, keep cash box, cash, credit card processing units, and any other loose valuables in a secure location. When possible, lock the room the fair is in.

Missing a Form or Have a Request? Use the online resource center.

phoenixbookcompany.com/bookfairs

Click on Current Fair Coordinators

Password: **We<3Books**

At Pick-Up Have All Forms Ready.

We will need: All Daily Sales Sheets (*keep a copy for records*)

Any collected cash and checks or a copy of your PO

Any credit card receipts and manual charge slips

PBC Book Fair Pick Up Form

How I Want to Spend My Credit Form