

PBC Book Fair Bucks Coordinator Instructions

Book Fair Bucks are redeemable at your school's Phoenix Book Company Book Fair. They are good for all books or merchandise sold at the fair (no special orders.) They are not redeemable for cash. The full amount must be redeemed in one purchase, no change will be issued.

TO SELL BOOK FAIR BUCKS:

- You will earn a percentage back on the initial sale of Book Fair Bucks.
- They are only available in denominations of \$5.00
- When you sell Book Fair Bucks, initial and date the certificate and the stub. Once payment has been received, use the provided stamp to authorize the certificate. Remove and retain the stub, give the certificate to the customer.
- Attach all stubs to your daily sales sheets. Count the cash accepted as part of the daily sales.

TO REDEEM BOOK FAIR BUCKS:

- Accept Book Fair Bucks like cash.
- The Full Amount of each certificate (\$5.00) must be spent in one purchase.
- Do not issue change.
- Mark the Redeemed Circle on the front and retain the certificate. They must be included with your Daily Sales Summary Sheets.

TO BALANCE YOUR DAILY SALES SHEETS:

- Count the SALE of Book Fair Bucks towards your total daily sales, but do not count the REDEMPTION of Book Fair Bucks towards the total.
- If you are using a cash register at your fair, you will use the total amount redeemed to help you balance your cash drawer at the end of the day. Tally up the total amount of Book Fair Bucks redeemed and deduct from the "Cash In Drawer" Amount.

CONTACT US WITH QUESTIONS: INFO@PHOENIXBOOKCOMPANY.COM

If someone is unable to redeem their Book Fair Bucks at your school's fair, they can redeem them at Phoenix Book Company's Book Fair Warehouse.

PBC Book Fair Bucks Coordinator Instructions

1. Upon the sale of PBC Book Fair Bucks, the RED fields should be filled in by the cashier.
2. They will then remove and retain the stub and authorize the Book Fair Bucks in the ORANGE circle using the provided authorization stamp.
3. Upon redemption, the cashier should check the BLUE circle and retain the Book Fair Bucks Certificate.



PBC Book Fair Bucks



PBC Book Fair Bucks
INTERNAL USE

Amount: \$5.00

Sold To:

Authorized By:

Date:

To: _____
From: _____
School: _____

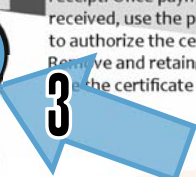


Not valid without
authorization stamp
in above circle.

Cashier Instructions: Initial and date the certificate and the stub receipt. Once payment has been received, use the provided stamp to authorize the certificate. Remove and retain this stub and the certificate to the customer.

Authorized By:
Date:

Check this circle
when redeemed:



ATTACH THIS STUB
TO YOUR DAILY
SALES SUMMARY
SHEET AT THE END
OF THE DAY.

Your fair will earn a
percentage back on the
purchase of Book Fair
Bucks.

PHOENIX
BOOK COMPANY

PBC Book Fair Bucks



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If you have received Book Fair Bucks but were unable to redeem them at your school's PBC Book Fair, you can redeem them at our book fair warehouse. In stock books only (no special orders.) PBC is located at 3418 S 48th St #305, Phoenix, AZ 85040. Call for hours and directions: (480) 967-2621

CASHIER: Receive like cash. Do not issue change. Retain and mark the "redeemed" circle on the front of this certificate. You must include these slips with your Daily Sales Summary sheets. Please see coordinator instruction sheet for full redemption details.