

# Book Fair Recap Sheet

School: \_\_\_\_\_

Did you...

1. remove any seed (start up) money from the register that was provided by your school?
2. bundle credit card slips with their respective daily reports (the printouts resulting from closing out the cc machine)?
3. offer any discounts or promotional gift certificates at your fair? If so, please reimburse the register for these amounts.
4. package up all cash/checks/cc slips to be returned at the same time as your books?
5. keep books as part of your book fair profit? Either send these books back in a clearly labeled box for us to process, or provide an itemized list of the kept titles (**must include ISBN and price**).

Credit Card Total: \$ \_\_\_\_\_

Check Total: \$ \_\_\_\_\_

Currency Total: \$ \_\_\_\_\_

Coin Total: \$ \_\_\_\_\_

Gift Certs: \$ \_\_\_\_\_

Discounts: \$ \_\_\_\_\_

(amounts owed to register for any discounts or promotional items that you gave away)

Total Monies: \$ \_\_\_\_\_

(Your profit will be calculated based on the value of the books sold: Total Monies less sales tax)

Any notes for Hicklebee's?

The reconciliation of your fair will be available and a check (if applicable) will be mailed within three weeks. Book Fair Credit amounts will be logged at the front desk in the store for your shopping convenience.

The Hicklebee's warehouse is open by appointment only, so please make sure you have scheduled your return ahead of time. Bookstore staff does not manage Book Fair returns.

We will inventory the books when they are returned to the warehouse. Remove ALL Post-its, labels, bookmarks etc that you may have placed on books during your fair. The cost of removing these is prohibitive to Hicklebee's and a restocking fee of up to 1% will be levied against your profit.