



# CASHIER INFORMATION

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**BOOKFAIRS BY BOOKENDS**  
557 Main Street, Winchester, MA 01890  
Tel: 781-721-5933

**Fax: 781-221-6697**  
[info@bookfairsbybookends.com](mailto:info@bookfairsbybookends.com)  
[www.bookfairsbybookends.com](http://www.bookfairsbybookends.com)

## Check Out Procedures

You want the check out process to be a positive experience for all by moving your lines quickly. Here are some tips for success:

1. Before the fair opens, designate a table for the check out area and gather your cashier supplies.
  - a) Pens & pencils for the cashiers
  - b) Cash box (plan to have currency & change available each day for cash sales)
  - c) Calculators for the cashiers to use if needed
  - d) Receipt booklet for those who want receipts – not required by BookFairs.
  - e) Note paper

(**Book fairs by Book Ends provides** the following materials in the Cashier tub: Pre-Paid Special Order forms, Teacher tax-exempt purchase form, credit card scanner(s), last copy post-its.)

2. **Choose your cashier/scanning options.** (See “Barcode Scanning at the Cashier area” page).
3. Make sure there is adequate space for two lines to form during busy times. Need more space? Consider moving the check out into the hallway, as well as having a **Credit Cards only line, especially during Family Events.**
4. Schedule at least one cashier on duty during fair hours; more may be needed for busy times and family events.
5. Design your checkout system to accommodate shoppers quickly. During peak hours recruit an assistant cashier to assist shoppers.
6. **CASH: Never leave the cash drawer unattended.** If there is too much money in it, have the Chairperson on duty lock the extra cash in a secure drawer or in the school safe. Remember to put a note in the cash box detailing where the money was put and how much.
7. **CASH:** Start each day with about \$50 in cash and coin (ones, fives, tens and plenty of change).
8. **CHECKS: Checks are payable to your school or organization.** You might use your school or organization stamp to speed up check writing.
9. **CREDIT CARDS:** We enclose credit card scanners and instructions for credit card processing in the cashier bin when your book fair is delivered.
10. **CHAIRPERSON:** The Chairperson(s) should balance the cash drawer at the end of each day.
11. **REPORTING:** Use the Daily Sales and Deposit Report to record each day's proceeds and compare this amount to the sales from the computer(s) and fax to BookFairs by BookEnds at the end of the day. (You don't have to match this to the penny, but if this amount is off by too much, please contact us)
12. **DEPOSIT:** Deposit proceeds in the bank or school safe.
13. **TAX EXEMPT:** If your fair is sales tax exempt, make a copy of your school or organization's tax exempt certificate. The tax exempt certificate is called the “ST-2” in Massachusetts. You will need a copy to include with the invoice you send to BookFairs by BookEnds.

State: \_\_\_\_\_ City/Town: \_\_\_\_\_ School: \_\_\_\_\_ Fair Dates: \_\_\_\_\_

## BookFairs by BookEnds

QUESTIONS? CALL 781-721-5933

## DAILY SALES & DEPOSIT REPORT

(To be filled out daily by Chairperson or Treasurer)

**Note on “Starting Cash”.** Each day you should start with the same amount of cash, i.e. \$50 in coins and small bills. Keep a record of the amount of Starting Cash you have each day. Remember to separate out the amount of your starting cash before counting the Day’s revenue.

**Note on Cash Security.** Never leave the cash box unattended. If there is too much cash present, have your chairperson remove some of the cash and put it in the school safe, or in a locking drawer. Remember to put a note in the cash box, indicating where the excess cash has been placed so it can be included in the count below and in the deposit for the day.

**Note on Charge Card Slips.** At the end of the day total your credit card slips and paperclip them with the date written on it. Place these slips in the manila envelope. Charge Card Slips are the equivalent of cash. In addition, they have privacy concerns. A stolen charge card slip could lead to identity theft and credit card fraud. Please treat the charge card slips as securely as if they were cash. Each day when closing the fair, visually see that each charge slip has legible charge card numbers, a phone number and a legible sales total.

DATE	A Starting Cash	B Ending Cash	C Cash Sales (B-A)	D Checks	E Charge Slips	F Total Sales (C+D+E)	G Sales from Computer *	H Bank Deposit (C+D)
<b>Total</b>								

\*Compare your total sales for the day (F) to the day’s sales from the computers (G).

(F and G do not have to match to the penny, but if these amounts differ by too much, please contact us.)

**Please submit DAILY via fax or by our website: [www.BookFairsbyBookends.com](http://www.BookFairsbyBookends.com)**

**Instructions to submit by website:**

**Go to: [www.bookfairsbybookends.com](http://www.bookfairsbybookends.com)**

**Click: downloads & uploads**

**Click: upload your daily sales**

**Don’t forget to hit submit button at the end of the screen**

Plug your store and forward unit (Nurit 2085) into a wall outlet. It should start with this display:

<p>CREDIT.....SALE ACCOUNT OFFLINE</p>
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(The word "Offline" should be blinking.)

\*Watch the prompts and questions carefully.

\*If you make a mistake, press the "clear" key.

### To Process a Credit Card:

1. **Swipe the card** down the right hand slot. The magnet stripe should be down, and the **stripe on the right** side of the card.
2. Follow the directions on the screen. Typically these are:
  - a. **Enter the last 4 digits of the card.** (The last 4 of the 16 digit card number). Type the digits on the number pad, **then press the green "enter" key.**
  - b. **Enter the dollar amount of the transaction with NO DECIMAL.** Enter the dollars and cents and the device will install the decimal point. \$19.00 would be input as "1900".
  - c. **Check that the screen is correct** (that it has the dollar amount you want and the decimal point is in the correct location), **then press green "enter" key.**
  - d. Authorization prints. **Have the customer sign the slip & write their telephone number.** Put slip in cash box or in Merchant Copy envelope.
  - e. **Press any key,** the customer's receipt prints, **hand the customer's slip to the customer.**
  - f. Device resets for next transaction.
3. **Exceptions:** Some times, depending on the card, you may be asked to enter:
  - a. **The Card's Expiration Date.** This is in MMY format. "March 2010" would be entered as "0310" and then press enter.
  - b. **The Tax Amount.** Press "enter" to keep it as 0.00.
  - c. The **"Order Number"** or **"Customer Number"**. Press "1" "2" "3" "4" "5" "6" and then press "enter".
  - d. The **Street Address.** Ask the customer what their house number is (i.e. 3 Elm St would be entered as "3" and then press enter.
  - e. The **Zip Code.** Ask the customer for their zip code and enter it, or enter the zip code for the school, and then press enter.
4. Return to Step 3d and have the customer sign the slip and write their telephone number.

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### \*\*If necessary, you can use the paper credit card slips.

1. Write on the form the 16 digit credit card number, the expiration date (MMYY format), the dollar amount of the sale, and the customer phone number. If you have a manual "knuckle buster", follow the directions for the machine (on a separate form).
  2. Have the customer sign the form.
  3. Give the customer the "customer" copy, put the other 2 copies in your cash box.
  4. At the end of a class period or day, separate the "Merchant Copy" slips and put them in the Merchant Copy envelope.
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**\*\*If the machine does not start with this display...**

**RESET MACHINE**

<b>CREDIT.....SALE</b> <b>ACCOUNT OFFLINE</b>
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(The word “Offline” should be blinking.), you need to reset it to offline mode.

### **To Reset the Machine to Offline Mode:**

1. Press the yellow “**menu**” key.
2. Press “**3**”.
3. Press the “**forced**” key (above green “enter” key) until **option 10: “Store & Forward”**. Press the green “**enter**” key.
4. Enter the **password**. The password is **today’s date** in MMDDYYYY format. Example: 03152008 (mar. 15, 2008). Press the green “**enter**” key.
5. Press the “**forced**” key until **option 2: “Mode Select”**. Press the green “**enter**” key.
6. Press the “**forced**” key until **option 2: “Stay Offline”**. Press “**enter**” key.
7. Press the yellow “**menu**” key.
8. Press “**enter**” key thru all the prompts about limits (might be 2 prompts). **You are watching for the screen to ask “offline anyway?”** When you see that prompt, press “**enter**” key.
9. Printer will print “Store and Forward Mode”, remove and throw away.
10. Finally, press “**menu**” key 3 times until screen returns to:

<b>CREDIT.....SALE</b> <b>ACCOUNT OFFLINE</b>
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\*You are now ready to start processing credit cards. See the instructions on the previous page.\*

**Need Help? Call us @ 781-935-3339**

**To VOID a sale:**

1. Press “VOID” key.
2. **Swipe the card** down the right hand slot. The magnet stripe should be down, and the **stripe on the right** side of the card.
3. Enter the **card expiration date** in MMYYY format.
4. **Enter the dollar amount of the transaction with NO DECIMAL.** Enter the dollars and cents and the device will install the decimal point. \$19.00 would be input as “1900”.
5. Press **any key** to print the second receipt. One goes to customer; one goes in cash box (or the merchant copy envelope).

**To RETURN a sale:**

1. Press “RETURN” key.
2. **Swipe the card** down the right hand slot. The magnet stripe should be down, and the **stripe on the right** side of the card.
3. Enter the **card expiration date** in MMYYY format. Press “Enter”.
4. **Enter the dollar amount of the transaction with NO DECIMAL.** Enter the dollars and cents and the device will install the decimal point. \$19.00 would be input as “1900”. Press “Enter”.
5. Enter the authorization number from the original receipt. Press “Enter”.
6. Press **any key** to print the second receipt. One goes to customer; one goes in cash box (or the merchant copy envelope).

**To REPRINT the last customer receipt:**

1. Press the “ALPHA” key.
2. Press “1” to print the last customer receipt.
3. Enter the password, it is **today’s date** in MMDDYYYY format.\* (Example: 03152008 is Mar. 15, 2008.)
4. Press “Enter”.

**To REPRINT any receipt:**

1. Press the “ALPHA” key.
2. Press “2” to print any receipt.
3. Press “2” for a credit card receipt.
4. Enter the password, it is **today’s date** in MMDDYYYY format.\* (Example: 03152008 is Mar. 15, 2008.)
5. Press “Enter”.

## Instructions to Pack-up

**CARTS:** Books delivered on carts should be kept on carts just as they arrived for pick up. Carts roll back "as is" for refurbishment in our warehouse. Please try to replace any strays back on the original cart when possible.

**WIRE RACKS:** Books delivered on racks should be kept on the same racks for pick-up. We appreciate it if volunteers take time to "straighten up" any books that may have tipped over on the rack, or are out of place.

**TUBS:** To help facilitate inventory being "absorbed" back at the warehouse, packing items into properly labeled tubs is very helpful. For example, all activity items should be re-packed into the tubs labeled "Activities", etc. Please pack all items carefully to minimize the chance of damage.

**Credit Card Scanner/ Misc. items:** Please return the charge card scanner(s), unused paperwork, bookplates, etc. in the cashier's tub at the end of the book fair.

When all sales are complete, total all the credit card slips and then place the Merchant copies into the enclosed envelope labeled with your school name. All credit card slips have personal information and should be kept secure. Immediately before the fair is picked up, place the Merchant Copy envelope in the Cashier Bin.

**Laptop & Equipment:** If you were provided with a laptop, then please return the laptop, scanner, power cords, 10/100 Ethernet cable (optional), surge protector (optional) and any equipment in the box or tub provided.

## \$0 to \$2999

Sales Equal to or greater than...	Sales Equal to or less than...	Your Cash Profit	Your Cash Profit as a percentage of sales
\$0	\$49	\$5	10.0%
\$50	\$99	\$10	10.0%
\$100	\$149	\$15	10.0%
\$150	\$199	\$20	10.0%
\$200	\$249	\$25	10.0%
\$250	\$299	\$30	10.0%
\$300	\$349	\$35	10.0%
\$350	\$399	\$40	10.0%
\$400	\$449	\$45	10.0%
\$450	\$499	\$50	10.0%
\$500	\$549	\$55	10.0%
\$550	\$599	\$60	10.0%
\$600	\$649	\$65	10.0%
\$650	\$699	\$70	10.0%
\$700	\$749	\$75	10.0%
\$750	\$799	\$80	10.0%
\$800	\$849	\$85	10.0%
\$850	\$899	\$90	10.0%
\$900	\$949	\$95	10.0%
\$950	\$999	\$100	10.0%
\$1,000	\$1,049	\$105	10.0%
\$1,050	\$1,099	\$110	10.0%
\$1,100	\$1,149	\$115	10.0%
\$1,150	\$1,199	\$120	10.0%
\$1,200	\$1,249	\$125	10.0%
\$1,250	\$1,299	\$130	10.0%
\$1,300	\$1,349	\$135	10.0%
\$1,350	\$1,399	\$140	10.0%
\$1,400	\$1,449	\$145	10.0%
\$1,450	\$1,499	\$150	10.0%
\$1,500	\$1,549	\$155	10.0%
\$1,550	\$1,599	\$160	10.0%
\$1,600	\$1,649	\$165	10.0%
\$1,650	\$1,699	\$170	10.0%
\$1,700	\$1,749	\$175	10.0%
\$1,750	\$1,799	\$180	10.0%
\$1,800	\$1,849	\$185	10.0%
\$1,850	\$1,899	\$190	10.0%
\$1,900	\$1,949	\$195	10.0%
\$1,950	\$1,999	\$200	10.0%
\$2,000	\$2,049	\$205	10.0%
\$2,050	\$2,099	\$210	10.0%
\$2,100	\$2,149	\$215	10.0%
\$2,150	\$2,199	\$220	10.0%
\$2,200	\$2,249	\$225	10.0%
\$2,250	\$2,299	\$230	10.0%
\$2,300	\$2,349	\$235	10.0%
\$2,350	\$2,399	\$240	10.0%
\$2,400	\$2,449	\$245	10.0%
\$2,450	\$2,499	\$250	10.0%
\$2,500	\$2,549	\$255	10.0%
\$2,550	\$2,599	\$260	10.0%
\$2,600	\$2,649	\$265	10.0%
\$2,650	\$2,699	\$270	10.0%
\$2,700	\$2,749	\$275	10.0%
\$2,750	\$2,799	\$280	10.0%
\$2,800	\$2,849	\$285	10.0%
\$2,850	\$2,899	\$290	10.0%
\$2,900	\$2,949	\$295	10.0%
\$2,950	\$2,999	\$300	10.0%

## \$3000 to \$5999

Sales Equal to or greater than...	Sales Equal to or less than...	Your Cash Profit	Your Cash Profit as a percentage of sales
\$3,000	\$3,049	\$305	10.0%
\$3,050	\$3,099	\$310	10.0%
\$3,100	\$3,149	\$315	10.0%
\$3,150	\$3,199	\$320	10.0%
\$3,200	\$3,249	\$325	10.0%
\$3,250	\$3,299	\$330	10.0%
\$3,300	\$3,349	\$335	10.0%
\$3,350	\$3,399	\$340	10.0%
\$3,400	\$3,449	\$345	10.0%
\$3,450	\$3,499	\$350	10.0%
\$3,500	\$3,549	\$355	10.0%
\$3,550	\$3,599	\$360	10.0%
\$3,600	\$3,649	\$365	10.0%
\$3,650	\$3,699	\$370	10.0%
\$3,700	\$3,749	\$375	10.0%
\$3,750	\$3,799	\$380	10.0%
\$3,800	\$3,849	\$385	10.0%
\$3,850	\$3,899	\$390	10.0%
\$3,900	\$3,949	\$395	10.0%
\$3,950	\$3,999	\$400	10.0%
\$4,000	\$4,049	\$410	10.1%
\$4,050	\$4,099	\$420	10.2%
\$4,100	\$4,149	\$430	10.4%
\$4,150	\$4,199	\$440	10.5%
\$4,200	\$4,249	\$450	10.6%
\$4,250	\$4,299	\$460	10.7%
\$4,300	\$4,349	\$470	10.8%
\$4,350	\$4,399	\$480	10.9%
\$4,400	\$4,449	\$490	11.0%
\$4,450	\$4,499	\$500	11.1%
\$4,500	\$4,549	\$510	11.2%
\$4,550	\$4,599	\$520	11.3%
\$4,600	\$4,649	\$530	11.4%
\$4,650	\$4,699	\$540	11.5%
\$4,700	\$4,749	\$550	11.6%
\$4,750	\$4,799	\$560	11.7%
\$4,800	\$4,849	\$570	11.8%
\$4,850	\$4,899	\$580	11.8%
\$4,900	\$4,949	\$590	11.9%
\$4,950	\$4,999	\$600	12.0%
\$5,000	\$5,049	\$610	12.1%
\$5,050	\$5,099	\$620	12.2%
\$5,100	\$5,149	\$630	12.2%
\$5,150	\$5,199	\$640	12.3%
\$5,200	\$5,249	\$650	12.4%
\$5,250	\$5,299	\$660	12.5%
\$5,300	\$5,349	\$670	12.5%
\$5,350	\$5,399	\$680	12.6%
\$5,400	\$5,449	\$690	12.7%
\$5,450	\$5,499	\$700	12.7%
\$5,500	\$5,549	\$710	12.8%
\$5,550	\$5,599	\$720	12.9%
\$5,600	\$5,649	\$730	12.9%
\$5,650	\$5,699	\$740	13.0%
\$5,700	\$5,749	\$750	13.0%
\$5,750	\$5,799	\$760	13.1%
\$5,800	\$5,849	\$770	13.2%
\$5,850	\$5,899	\$780	13.2%
\$5,900	\$5,949	\$790	13.3%
\$5,950	\$5,999	\$800	13.3%

## \$6000 to \$8999

Sales Equal to or greater than...	Sales Equal to or less than...	Your Cash Profit	Your Cash Profit as a percentage of sales
\$6,000	\$6,049	\$810	13.4%
\$6,050	\$6,099	\$820	13.4%
\$6,100	\$6,149	\$830	13.5%
\$6,150	\$6,199	\$840	13.5%
\$6,200	\$6,249	\$850	13.6%
\$6,250	\$6,299	\$860	13.6%
\$6,300	\$6,349	\$870	13.7%
\$6,350	\$6,399	\$880	13.7%
\$6,400	\$6,449	\$890	13.8%
\$6,450	\$6,499	\$900	13.8%
\$6,500	\$6,549	\$910	13.9%
\$6,550	\$6,599	\$920	13.9%
\$6,600	\$6,649	\$930	14.0%
\$6,650	\$6,699	\$940	14.0%
\$6,700	\$6,749	\$950	14.1%
\$6,750	\$6,799	\$960	14.1%
\$6,800	\$6,849	\$970	14.2%
\$6,850	\$6,899	\$980	14.2%
\$6,900	\$6,949	\$990	14.2%
\$6,950	\$6,999	\$1,000	14.3%
\$7,000	\$7,049	\$1,010	14.3%
\$7,050	\$7,099	\$1,020	14.4%
\$7,100	\$7,149	\$1,030	14.4%
\$7,150	\$7,199	\$1,040	14.4%
\$7,200	\$7,249	\$1,050	14.5%
\$7,250	\$7,299	\$1,060	14.5%
\$7,300	\$7,349	\$1,070	14.6%
\$7,350	\$7,399	\$1,080	14.6%
\$7,400	\$7,449	\$1,090	14.6%
\$7,450	\$7,499	\$1,100	14.7%
\$7,500	\$7,549	\$1,110	14.7%
\$7,550	\$7,599	\$1,120	14.7%
\$7,600	\$7,649	\$1,130	14.8%
\$7,650	\$7,699	\$1,140	14.8%
\$7,700	\$7,749	\$1,150	14.8%
\$7,750	\$7,799	\$1,160	14.9%
\$7,800	\$7,849	\$1,170	14.9%
\$7,850	\$7,899	\$1,180	14.9%
\$7,900	\$7,949	\$1,190	15.0%
\$7,950	\$7,999	\$1,200	15.0%
\$8,000	\$8,049	\$1,210	15.0%
\$8,050	\$8,099	\$1,220	15.1%
\$8,100	\$8,149	\$1,230	15.1%
\$8,150	\$8,199	\$1,240	15.1%
\$8,200	\$8,249	\$1,250	15.2%
\$8,250	\$8,299	\$1,260	15.2%
\$8,300	\$8,349	\$1,270	15.2%
\$8,350	\$8,399	\$1,280	15.2%
\$8,400	\$8,449	\$1,290	15.3%
\$8,450	\$8,499	\$1,300	15.3%
\$8,500	\$8,549	\$1,310	15.3%
\$8,550	\$8,599	\$1,320	15.3%
\$8,600	\$8,649	\$1,330	15.4%
\$8,650	\$8,699	\$1,340	15.4%
\$8,700	\$8,749	\$1,350	15.4%
\$8,750	\$8,799	\$1,360	15.5%
\$8,800	\$8,849	\$1,370	15.5%
\$8,850	\$8,899	\$1,380	15.5%
\$8,900	\$8,949	\$1,390	15.5%
\$8,950	\$8,999	\$1,400	15.6%

**\$9000 to \$11999**

Sales Equal to or greater than...	Sales Equal to or less than...	Your Cash Profit	Your Cash Profit as a percentage of sales
\$9,000	\$9,049	<b>\$1,410</b>	15.6% + books
\$9,050	\$9,099	<b>\$1,420</b>	15.6% + books
\$9,100	\$9,149	<b>\$1,430</b>	15.6% + books
\$9,150	\$9,199	<b>\$1,440</b>	15.7% + books
\$9,200	\$9,249	<b>\$1,450</b>	15.7% + books
\$9,250	\$9,299	<b>\$1,460</b>	15.7% + books
\$9,300	\$9,349	<b>\$1,470</b>	15.7% + books
\$9,350	\$9,399	<b>\$1,480</b>	15.7% + books
\$9,400	\$9,449	<b>\$1,490</b>	15.8% + books
\$9,450	\$9,499	<b>\$1,500</b>	15.8% + books
\$9,500	\$9,549	<b>\$1,510</b>	15.8% + books
\$9,550	\$9,599	<b>\$1,520</b>	15.8% + books
\$9,600	\$9,649	<b>\$1,530</b>	15.9% + books
\$9,650	\$9,699	<b>\$1,540</b>	15.9% + books
\$9,700	\$9,749	<b>\$1,550</b>	15.9% + books
\$9,750	\$9,799	<b>\$1,560</b>	15.9% + books
\$9,800	\$9,849	<b>\$1,570</b>	15.9% + books
\$9,850	\$9,899	<b>\$1,580</b>	16.0% + books
\$9,900	\$9,949	<b>\$1,590</b>	16.0% + books
\$9,950	\$9,999	<b>\$1,600</b>	16.0% + books
\$10,000	\$10,049	<b>\$2,012</b>	20.0% + books
\$10,050	\$10,099	<b>\$2,025</b>	20.0% + books
\$10,100	\$10,149	<b>\$2,037</b>	20.1% + books
\$10,150	\$10,199	<b>\$2,050</b>	20.1% + books
\$10,200	\$10,249	<b>\$2,062</b>	20.1% + books
\$10,250	\$10,299	<b>\$2,075</b>	20.1% + books
\$10,300	\$10,349	<b>\$2,087</b>	20.2% + books
\$10,350	\$10,399	<b>\$2,100</b>	20.2% + books
\$10,400	\$10,449	<b>\$2,112</b>	20.2% + books
\$10,450	\$10,499	<b>\$2,125</b>	20.2% + books
\$10,500	\$10,549	<b>\$2,137</b>	20.3% + books
\$10,550	\$10,599	<b>\$2,150</b>	20.3% + books
\$10,600	\$10,649	<b>\$2,162</b>	20.3% + books
\$10,650	\$10,699	<b>\$2,175</b>	20.3% + books
\$10,700	\$10,749	<b>\$2,187</b>	20.3% + books
\$10,750	\$10,799	<b>\$2,200</b>	20.4% + books
\$10,800	\$10,849	<b>\$2,212</b>	20.4% + books
\$10,850	\$10,899	<b>\$2,225</b>	20.4% + books
\$10,900	\$10,949	<b>\$2,237</b>	20.4% + books
\$10,950	\$10,999	<b>\$2,250</b>	20.5% + books
\$11,000	\$11,049	<b>\$2,262</b>	20.5% + books
\$11,050	\$11,099	<b>\$2,275</b>	20.5% + books
\$11,100	\$11,149	<b>\$2,287</b>	20.5% + books
\$11,150	\$11,199	<b>\$2,300</b>	20.5% + books
\$11,200	\$11,249	<b>\$2,312</b>	20.6% + books
\$11,250	\$11,299	<b>\$2,325</b>	20.6% + books
\$11,300	\$11,349	<b>\$2,337</b>	20.6% + books
\$11,350	\$11,399	<b>\$2,350</b>	20.6% + books
\$11,400	\$11,449	<b>\$2,362</b>	20.6% + books
\$11,450	\$11,499	<b>\$2,375</b>	20.7% + books
\$11,500	\$11,549	<b>\$2,387</b>	20.7% + books
\$11,550	\$11,599	<b>\$2,400</b>	20.7% + books
\$11,600	\$11,649	<b>\$2,412</b>	20.7% + books
\$11,650	\$11,699	<b>\$2,425</b>	20.7% + books
\$11,700	\$11,749	<b>\$2,437</b>	20.7% + books
\$11,750	\$11,799	<b>\$2,450</b>	20.8% + books
\$11,800	\$11,849	<b>\$2,462</b>	20.8% + books
\$11,850	\$11,899	<b>\$2,475</b>	20.8% + books
\$11,900	\$11,949	<b>\$2,487</b>	20.8% + books
\$11,950	\$11,999	<b>\$2,500</b>	20.8% + books

**\$12000 to \$14999**

Sales Equal to or greater than...	Sales Equal to or less than...	Your Cash Profit	Your Cash Profit as a percentage of sales
\$12,000	\$12,049	<b>\$2,512</b>	20.9% + books
\$12,050	\$12,099	<b>\$2,525</b>	20.9% + books
\$12,100	\$12,149	<b>\$2,537</b>	20.9% + books
\$12,150	\$12,199	<b>\$2,550</b>	20.9% + books
\$12,200	\$12,249	<b>\$2,562</b>	20.9% + books
\$12,250	\$12,299	<b>\$2,575</b>	20.9% + books
\$12,300	\$12,349	<b>\$2,587</b>	21.0% + books
\$12,350	\$12,399	<b>\$2,600</b>	21.0% + books
\$12,400	\$12,449	<b>\$2,612</b>	21.0% + books
\$12,450	\$12,499	<b>\$2,625</b>	21.0% + books
\$12,500	\$12,549	<b>\$2,637</b>	21.0% + books
\$12,550	\$12,599	<b>\$2,650</b>	21.0% + books
\$12,600	\$12,649	<b>\$2,662</b>	21.0% + books
\$12,650	\$12,699	<b>\$2,675</b>	21.1% + books
\$12,700	\$12,749	<b>\$2,687</b>	21.1% + books
\$12,750	\$12,799	<b>\$2,700</b>	21.1% + books
\$12,800	\$12,849	<b>\$2,712</b>	21.1% + books
\$12,850	\$12,899	<b>\$2,725</b>	21.1% + books
\$12,900	\$12,949	<b>\$2,737</b>	21.1% + books
\$12,950	\$12,999	<b>\$2,750</b>	21.2% + books
\$13,000	\$13,049	<b>\$2,762</b>	21.2% + books
\$13,050	\$13,099	<b>\$2,775</b>	21.2% + books
\$13,100	\$13,149	<b>\$2,787</b>	21.2% + books
\$13,150	\$13,199	<b>\$2,800</b>	21.2% + books
\$13,200	\$13,249	<b>\$2,812</b>	21.2% + books
\$13,250	\$13,299	<b>\$2,825</b>	21.2% + books
\$13,300	\$13,349	<b>\$2,837</b>	21.3% + books
\$13,350	\$13,399	<b>\$2,850</b>	21.3% + books
\$13,400	\$13,449	<b>\$2,862</b>	21.3% + books
\$13,450	\$13,499	<b>\$2,875</b>	21.3% + books
\$13,500	\$13,549	<b>\$2,887</b>	21.3% + books
\$13,550	\$13,599	<b>\$2,900</b>	21.3% + books
\$13,600	\$13,649	<b>\$2,912</b>	21.3% + books
\$13,650	\$13,699	<b>\$2,925</b>	21.4% + books
\$13,700	\$13,749	<b>\$2,937</b>	21.4% + books
\$13,750	\$13,799	<b>\$2,950</b>	21.4% + books
\$13,800	\$13,849	<b>\$2,962</b>	21.4% + books
\$13,850	\$13,899	<b>\$2,975</b>	21.4% + books
\$13,900	\$13,949	<b>\$2,987</b>	21.4% + books
\$13,950	\$13,999	<b>\$3,000</b>	21.4% + books
\$14,000	\$14,049	<b>\$3,012</b>	21.4% + books
\$14,050	\$14,099	<b>\$3,025</b>	21.5% + books
\$14,100	\$14,149	<b>\$3,037</b>	21.5% + books
\$14,150	\$14,199	<b>\$3,050</b>	21.5% + books
\$14,200	\$14,249	<b>\$3,062</b>	21.5% + books
\$14,250	\$14,299	<b>\$3,075</b>	21.5% + books
\$14,300	\$14,349	<b>\$3,087</b>	21.5% + books
\$14,350	\$14,399	<b>\$3,100</b>	21.5% + books
\$14,400	\$14,449	<b>\$3,112</b>	21.5% + books
\$14,450	\$14,499	<b>\$3,125</b>	21.6% + books
\$14,500	\$14,549	<b>\$3,137</b>	21.6% + books
\$14,550	\$14,599	<b>\$3,150</b>	21.6% + books
\$14,600	\$14,649	<b>\$3,162</b>	21.6% + books
\$14,650	\$14,699	<b>\$3,175</b>	21.6% + books
\$14,700	\$14,749	<b>\$3,187</b>	21.6% + books
\$14,750	\$14,799	<b>\$3,200</b>	21.6% + books
\$14,800	\$14,849	<b>\$3,212</b>	21.6% + books
\$14,850	\$14,899	<b>\$3,225</b>	21.6% + books
\$14,900	\$14,949	<b>\$3,237</b>	21.7% + books
\$14,950	\$14,999	<b>\$3,250</b>	21.7% + books

**\$15000 to \$17999**

Sales Equal to or greater than...	Sales Equal to or less than...	Your Cash Profit	Your Cash Profit as a percentage of sales
\$15,000	\$15,049	<b>\$3,262</b>	21.7% + books
\$15,050	\$15,099	<b>\$3,275</b>	21.7% + books
\$15,100	\$15,149	<b>\$3,287</b>	21.7% + books
\$15,150	\$15,199	<b>\$3,300</b>	21.7% + books
\$15,200	\$15,249	<b>\$3,312</b>	21.7% + books
\$15,250	\$15,299	<b>\$3,325</b>	21.7% + books
\$15,300	\$15,349	<b>\$3,337</b>	21.7% + books
\$15,350	\$15,399	<b>\$3,350</b>	21.8% + books
\$15,400	\$15,449	<b>\$3,362</b>	21.8% + books
\$15,450	\$15,499	<b>\$3,375</b>	21.8% + books
\$15,500	\$15,549	<b>\$3,387</b>	21.8% + books
\$15,550	\$15,599	<b>\$3,400</b>	21.8% + books
\$15,600	\$15,649	<b>\$3,412</b>	21.8% + books
\$15,650	\$15,699	<b>\$3,425</b>	21.8% + books
\$15,700	\$15,749	<b>\$3,437</b>	21.8% + books
\$15,750	\$15,799	<b>\$3,450</b>	21.8% + books
\$15,800	\$15,849	<b>\$3,462</b>	21.8% + books
\$15,850	\$15,899	<b>\$3,475</b>	21.9% + books
\$15,900	\$15,949	<b>\$3,487</b>	21.9% + books
\$15,950	\$15,999	<b>\$3,500</b>	21.9% + books
\$16,000	\$16,049	<b>\$4,012</b>	25.0% + books
\$16,050	\$16,099	<b>\$4,025</b>	25.0% + books
\$16,100	\$16,149	<b>\$4,037</b>	25.0% + books
\$16,150	\$16,199	<b>\$4,050</b>	25.0% + books
\$16,200	\$16,249	<b>\$4,062</b>	25.0% + books
\$16,250	\$16,299	<b>\$4,075</b>	25.0% + books
\$16,300	\$16,349	<b>\$4,087</b>	25.0% + books
\$16,350	\$16,399	<b>\$4,100</b>	25.0% + books
\$16,400	\$16,449	<b>\$4,112</b>	25.0% + books
\$16,450	\$16,499	<b>\$4,125</b>	25.0% + books
\$16,500	\$16,549	<b>\$4,137</b>	25.0% + books
\$16,550	\$16,599	<b>\$4,150</b>	25.0% + books
\$16,600	\$16,649	<b>\$4,162</b>	25.0% + books
\$16,650	\$16,699	<b>\$4,175</b>	25.0% + books
\$16,700	\$16,749	<b>\$4,187</b>	25.0% + books
\$16,750	\$16,799	<b>\$4,200</b>	25.0% + books
\$16,800	\$16,849	<b>\$4,212</b>	25.0% + books
\$16,850	\$16,899	<b>\$4,225</b>	25.0% + books
\$16,900	\$16,949	<b>\$4,237</b>	25.0% + books
\$16,950	\$16,999	<b>\$4,250</b>	25.0% + books
\$17,000	\$17,049	<b>\$4,262</b>	25.0% + books
\$17,050	\$17,099	<b>\$4,275</b>	25.0% + books
\$17,100	\$17,149	<b>\$4,287</b>	25.0% + books
\$17,150	\$17,199	<b>\$4,300</b>	25.0% + books
\$17,200	\$17,249	<b>\$4,312</b>	25.0% + books
\$17,250	\$17,299	<b>\$4,325</b>	25.0% + books
\$17,300	\$17,349	<b>\$4,337</b>	25.0% + books
\$17,350	\$17,399	<b>\$4,350</b>	25.0% + books
\$17,400	\$17,449	<b>\$4,362</b>	25.0% + books
\$17,450	\$17,499	<b>\$4,375</b>	25.0% + books
\$17,500	\$17,549	<b>\$4,387</b>	25.0% + books
\$17,550	\$17,599	<b>\$4,400</b>	25.0% + books
\$17,600	\$17,649	<b>\$4,412</b>	25.0% + books
\$17,650	\$17,699	<b>\$4,425</b>	25.0% + books
\$17,700	\$17,749	<b>\$4,437</b>	25.0% + books
\$17,750	\$17,799	<b>\$4,450</b>	25.0% + books
\$17,800	\$17,849	<b>\$4,462</b>	25.0% + books
\$17,850	\$17,899	<b>\$4,475</b>	25.0% + books
\$17,900	\$17,949	<b>\$4,487</b>	25.0% + books
\$17,950	\$17,999	<b>\$4,500</b>	25.0% + books

file: bookfairs/AB setup/ 032c- fund raising profit sharing chart updated 08/01/2010

Find your cash profit on this chart.

**Sales over \$18,000? Multiply sales by 25%.** Sales over \$8,000? Earn \$250 in free books.