

**Last Copy of this book:**

During the book fair volunteers might want to use “Last Copy” post-its provided in the Cashier’s tub. This works especially well with popular titles that are running low. With the “last copy” post-it students can bring the books to the cashiers and request a “special order of that book.” All special orders should be pre-paid and recorded on the Pre-Paid Special Order Form.

**Pre-Paid Special Order Form****Filling out the Pre-Paid Special Order Form for volunteers’ record keeping:**

1. For each book, fill in the **Title/Author/Name of Cart or Rack** (name is on sign on cart/rack).
2. Fill in the **Child’s name & Grade/Teacher**.  
(For orders from parents, staff, etc., put the buyer’s phone number in Grade/Teacher box.)
3. Collect the price and sales tax when appropriate.
4. Place a **check mark in the Paid column**
5. Upon receipt of the item, see it is **delivered to the child/buyer**, and place a **check mark** in the delivered column.