

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.