

PLEASE COMPLETE FOR FASTER PROFIT TURN-AROUND

School \_\_\_\_\_

# Bookfair Recap Sheet

		bookfair chair initials	Anderson's initials
Credit cards-processed	\$ _____	_____	_____
Credit cards-manual	\$ _____	_____	_____
Checks <small>(run 2 adding machine tapes-keep one &amp; send one)</small>	\$ _____	_____	_____
Cash <small>(if unable to convert to check)</small>	\$ _____	_____	_____

Are there missing charge slips?      Yes      No  
If yes, please explain what happened.

Did you...  
    give discounts?                      Yes      No  
    collect sales tax?                    Yes      No  
    have no tax (staff) sales?          Yes      No  
    keep books as part  
    of your profit?                      Yes      No

If books were kept as part of your profit, please use the excel inventory spreadsheet emailed to you at the beginning of your fair to email us a listing of quantities and titles kept. Be sure to label it **BOOKS FOR PROFIT**.