



Anderson's Bookfair Company
A DIVISION OF ANDERSON'S BOOKS INC.

Money Handling

Your school is responsible for reimbursing Anderson's Bookfair Company for any returned checks. The returned check fee is \$25.00. To help ensure that the checks and charges you accept are good, we suggest the following procedures:

CHECKS

- Checks are made payable to Anderson's Bookfair Company.
- Write customer's phone number on the check if it is not printed on the check.
- Make sure the check is signed.
- Make sure the check is written for the correct amount.
- Make sure the address on the check and on the driver's license are the same.
- Do not accept out-of-state checks.
- Do not accept mutilated checks. The bank will not be able to process them.

CHARGES

- See directions in swiper unit box for further information.
- Only accept Visa, Master Card, and Discover. DO NOT accept American Express.
- Make sure the amount of purchase is correct on the charge slip.
- Make sure the customer signs and puts his/her phone number at the bottom of the merchant copy of the charge slip.
- You can accept debit cards if the VISA or MasterCard insignia is on the card.
- Make sure you keep the signed merchant copies of the charge slips (these need to be returned to Anderson's Bookfair Company with the checks).

OTHER IMPORTANT INFORMATION

- Throughout the sale you may need to reduce the amount of cash, checks, or credit card slips in the register. Keep these in a safe place until the fair is completed.
- When your sale is done for the day, don't forget to secure the cash, checks, and credit card slips until the next time you are selling.
- When a customer presents a "VISIT OUR FAIR" coupon, make sure his/her name, school, and phone number are filled in. Also, write the exact amount of the purchase on the coupon and include it with the checks and credit card slips you are turning in.
- We suggest not giving teachers a discount on their purchases (they are accustomed to receiving a classroom discount at Anderson's Bookshops). Their "full-price" purchases will help earn money or books for your school.