



# **BOOK TAKE IN INSTRUCTIONS**

(Not following these instructions could result in lost money and/or books.)

1. There is a \$2 processing fee to be paid when the books are turned in to the sale.
2. All books Must has a signed sticker on the inside.
3. Clearly print on the form to whom the checks should be made payable.
4. Clearly print on the form the student's name.
5. Clearly print on the form the parent's name.
6. List contact phone numbers on the form.
7. Clearly print on the form your address including the zip code.
8. Indicate with an "x" in the space provided, whether you will pick up your funds or if they should be mailed.
9. List each book on the form you are selling, include course #, title and price.
10. Sign the form.
11. Filled out Receipt at the bottom of the form. Do not remove receipt.
12. Clearly print an envelope as shown below for each book.
13. Clearly print to whom the checks should be made payable on each envelope.
14. Clearly list the title of the book on each envelope.
15. Put the asking price on the edge of each envelope as shown.
16. You must have a COMPLETE self address envelope even if you intend to pick up you books.

**EXAMPLE**

**JOHN SMITH  
MODERN CHEMISTRY  
\$25**

**\$25**