

# HOW YOUR BOOKSHOP WORKS

## Organisation Folder

Here are the key points and some handy hints to running your **Pegi Williams Book Shop**. This is a step-by-step guide to 'How Your Book Shop Works'.

We are conscious of making our **Book Shops** as easy as possible to organise for you and your helpers, so this 'How Your Book Shop Works' Organisation Sheet will be brief.

### Step-by-Step Guide (What To Expect)

**Important:** *Please be aware this is a sample range only. All single copies are to be returned at the completion of your Book Shop unless your commission is being taken from the books provided (Benefit Option 1). Orders will then be filled in one consignment.*

#### Step 1: Organisation Folder

Receive your Organisation Folder (this folder) with instructions on the running of your **Book Shop**.

**Please take the time to read carefully as a few hints may help maximize your sales and commission.**

#### Step 2: Receive Books

About 1 week before your scheduled Book Shop you will receive your promotional material (ie posters, balloons, bookmarks) and sample copies of books. Open the boxes and arrange books for display. Please display the promotional material prominently around your school to assist in awareness.

#### Step 3: Set Up Display

Display the sample copies of books any way you wish, but keeping them in approximate areas (picture books, activity, middle novels etc) as they appear in our brochure can save a lot of questions. All books are priced and prices also appear in the brochure.

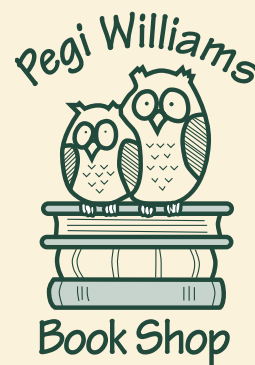
#### Step 4: Brochures and Order Forms

You can hand out the **Pegi Williams Book Shop** brochures at any time, but we've found it most effective when the children are viewing the books for the first time. This allows them to fill in their Order Form on the back page while viewing the books and take home a wish list to their parents.

(Order Forms are photocopyable but extra brochures will be supplied)

#### Step 5: Completion of Order Forms and Payment

Have pens available for children to fill in Order Form with Name, Class, Qty, Title and Price. Parents to total purchase and place Order Form with correct money (cheques to be made payable to your school) in an envelope marked with Child's Name and Class to be returned to **Book Shop Co-ordinator**. Please allow parental viewing time.



#### Step 6: Fax Your Total Order

Check Order Forms are completed with correct Name, Quantity, Price and Total and mark the books to be ordered alongside each title on your Master Copy Order Form included in this folder. Total each title and multiply the quantity by price then fax to **Pegi Williams Book Shop** on (08) 8344 6460 for your prompt supply of books.

#### Step 7: Keep Order Forms Safe

Keep students Order Forms in this folder for distribution of books upon receipt of your order. The student's Order Forms can then be handed back with the books for verification of their order.

#### Step 8: Books Supplied for Distribution and Payment

Receive your book order for distribution to students including an invoice for payment in full before your Benefits Option Sheet can be completed. Your payment must be made before your Benefit Options can take place as your payment is our verification of your total sales. Please see your Benefits Options Sheet on next page for a full explanation of your options and payment.

#### Step 9: Return Your Sample Range

Your life is back to normal! Please return your sample range in full using the self-adhesive labels provided (unless using Benefit Option 1) via Australia Post and thank you for hosting a **Pegi Williams Book Shop**.



# BENEFIT OPTIONS

Upon completion of your **Book Shop** the school has three benefit options:

**Option 1:** Keep 25% of your total sales from the **Book Shop** titles before returning sample range. Any books not returned will be assumed kept as part of your Benefit Option 1, so there is no need to notify **Pegi Williams Book Shop** of which titles you are keeping.

**Option 2:** Upon full payment a **Pegi Williams Book Shop** \*\*Credit for 25% of your total sales will be issued to spend with **Pegi Williams Book Shop** by visiting the shop, having a selection sent on-approval or ordering online at [www.pegiwilliams.com.au](http://www.pegiwilliams.com.au)

*\*\*This Credit is Retail Price only and can't be deducted from outstanding invoices or balances due to other discounts allowed. Your school will have a separate Book Shop account with **Pegi Williams Book Shop**.*

**Option 3:** Retain 15% of total sales in cash and remit balance.

**Please complete the following remittance advice in accordance with Benefit Option 1, 2 or 3**

## OPTION 1

25% of Total Sales selected in Books from your Book Shop titles with balance of stock returned. This is a Retail Price Credit only and can't be deducted from outstanding invoices or balances.

<b>Total Sales</b> (Book Shop Orders)	\$	
<b>Payment</b> (100% of Total Sales)	\$	<input type="checkbox"/> Electronic Payment <input type="checkbox"/> Cheque
<b>25% of Total Sales</b> (kept in Books)	\$	

## OPTION 2

25% Credit issued upon receipt of full payment. This is a Retail Price Credit only and can't be deducted from outstanding invoices or balances.

<b>Total Sales</b> (Book Shop Orders)	\$	
<b>Payment</b> (100% of Total Sales)	\$	<input type="checkbox"/> Electronic Payment <input type="checkbox"/> Cheque
<b>25% Credit</b> (Total Sales x 25%)	\$	

## OPTION 3

15% of Total Sales kept in Cash with payment for the balance enclosed

<b>Total Sales</b> (Book Shop Orders)	\$	
<b>15% of Total Sales</b> (in Cash)	\$	
<b>Payment</b> (Total Sales less 15%)	\$	<input type="checkbox"/> Electronic Payment <input type="checkbox"/> Cheque

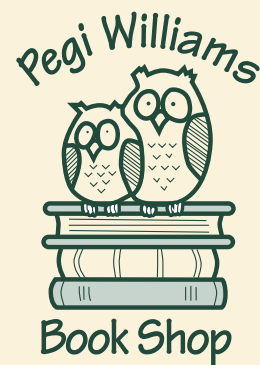
Please phone **Pegi Williams Book Shop** on **(08) 8344 6457** with any queries and please use the enclosed Reply Paid Stickers and send returns through Australia Post.

Money to be reconciled and banked or kept in school safe until completion of **Book Shop** when payment can be made electronically (Bank details below) or with one cheque made payable from your school to **Pegi-Williams Book Shop**. **Cash will not be accepted.**

Please hand money collected to your School Office daily using the Reconciliation Sheet provided.

**Electronic Payment Details:** Account Name: Pegi Williams Book Shop  
Bank: Commonwealth  
Account No: 10107013

Branch: Norwood  
BSB No: 065115

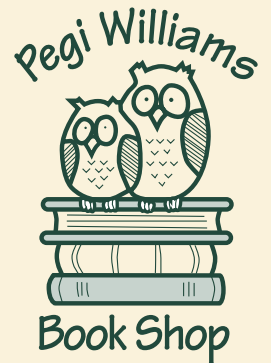


# PAYMENT OPTIONS & RECONCILIATION SHEET

- Please hand money collected to your **School Office** daily using this **Reconciliation Sheet**.
- Feel free to use your own systems but this is a guide to assist with totals and security.
- If you have used a float (change provided by your school) remember to deduct it from total sales.

## Payment Options

Money to be reconciled and banked, or kept in school safe until completion of Book Shop when payment can be made electronically (Bank details below) or with one cheque made payable from your school to **Pegi Williams Book Shop**.



**Electronic Payment Details:** Account Name: Pegi Williams Book Shop  
Bank: Commonwealth  
Account No: 10107013

Branch: Norwood  
BSB No: 065115

### Monday

Cash Received \$   
Cheques Received \$   
**Total** \$

### Tuesday

Cash Received \$   
Cheques Received \$   
**Total** \$

### Wednesday

Cash Received \$   
Cheques Received \$   
**Total** \$

### Thursday

Cash Received \$   
Cheques Received \$   
**Total** \$

### Friday

Cash Received \$   
Cheques Received \$   
**Total** \$

### Monday - Friday

**Total Sales** \$

Please transfer Total Sales amount to your **School Book Shop Benefit Options Sheet** provided and fax to **Pegi Williams Book Shop** on **(08) 8344 6460** with your preferred payment method.

School:	<input type="text"/>				
Address:	<input type="text"/>				
Suburb/Town:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>
Contact Name:	<input type="text"/>	Phone Number:	<input type="text"/>		

