

CHECK-IN DIRECTIONS AND BOOK SALE ITEM LABELING

1. Download and print out page 1 of the [Used Curriculum Sale Item Check-In](#) page.
2. In the upper left corner, fill in your Seller Number. Get a seller number by sending an e-mail with your first and last name to yancouverusedbooksale@gmail.com .
3. Complete the contact information at the top of the page. Be sure to read and sign the seller agreement. The seller fee is 15% of the total of the items sold.
4. On lines 1-20, list the items you would like to sell.
 - a) Title, publisher and/or a description of the item
 - b) Grade Level - This can be a single grade level or a range such as K-3, 7-8, etc.
 - c) Subject or Category - Subjects and categories are listed below.
 - d) Price - Items should be listed in increments of 50¢ (i.e. \$2.50, \$3.00, \$3.50, etc.)
You determine the price each item will sell for.
 - e) If you have a set that includes several items, list the price on the line for the first item only. On the next line(s) indicate the number of items in the set (2 of 4, 3 of 4, etc.). This helps avoid having sets split up during the sale.
 - f) Issued Number - Write all item numbers on the check-in sheet in numerical order, starting at 001. This number will also be on the labels you place on the front of each item you are selling and the book tickets you place inside.
 - g) For items that are part of a curriculum set for Sonlight, My Father's World, Classical Conversations, Gather Round, etc. label it as such. There will be separate tables for those specific curricula. (See subject list below)
5. If you need additional pages, print copies of the second page. Indicate in the top right corner the number of pages you use. When you are all finished, staple the pages together. Make a second copy of all of the pages. You will keep one and turn one in with the items you want to sell so the items sold can be tracked and you will get paid for them.

CODE: P-1

SAMPLE USED CURRICULUM CHECK IN Sheet

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	Ck in	Title & Publisher and/or Description of Item	Grade	Subject or Category	Price in 50¢ increments	Item Number	Ck Out
1		Rod & Staff English, student text	4	English	\$14.50 for set of 3	001	
2		Rod & Staff English, Teacher edition	4	"	Set - 2 of 3	002	
3		Rod & Staff English, Tests	4	"	Set - 3 of 3	003	
4		Brain Quest	7	Resource	3.50 set of 2	004	
5		Brain Quest	7	"	2 of 2	005	
6		Recovering the Lost Tools of Learning	Adult	Resource	4.50	006	

6. Once you have listed the items you want to sell, you will make labels to put on each item to go in the sale. Labels on the books should match the numbers on the check-in sheet.
7. Bring a self-addressed, stamped envelope to the sale for mailing you a check for the items that sell. Allow two weeks for receipt of payment.

LABELING THE ITEMS YOU ARE SELLING

Each item listed on the check-in sheet will need to have a book labeled that corresponds to the number on the check-in sheet. Type or write clearly the information from your check-in sheet onto the labels - seller code in the box and the subject, grade, and price on the appropriate lines.

SAMPLE LABEL:

P1		006
	\$ <u>4.50</u>	
	Subject <u>Resource</u> Grade <u>Adult</u>	

SAMPLE LABEL FOR A SET:

P1		001
	\$ <u>14.50/set of 3 1 of 3</u>	
	Subject <u>English</u> Grade <u>4</u>	

P1		002
	\$ <u>Set: 2 of 3</u>	
	Subject <u>English</u> Grade <u>4</u>	

LABELING SETS

- For sets of items, write '2 of 4' and '3 of 4', etc. on each successive label, the same as on the check-in sheet. Put the price for the set on the **top label only** and write "SET" on the rest of the labels. Put large rubber bands around the sets, both horizontally and vertically, to hold the pieces together during the sale.
- You may put a set of small items in a zippered plastic bag, securely tape it closed, and label it as a single item without having to make separate labels for each item. We do not want parts of sets to be separated during the sale.
- There are 20 labels per page. Print out the labels you will use and cut them apart. They are now ready to place on your items.
- Apply the labels to the upper right corner of the books, according to the numerical order on your check-in sheets. Using $\frac{3}{4}$ " clear tape, stick the tape horizontally across

the front of the label. Clear tape is easy to remove and does little or no damage to the book.

- For items that are part of a curriculum set for Sonlight, My Father's World, Classical Conversations, etc. label it as such. There will be separate tables for those specific curricula. (see the list of categories)

BOOK TICKETS

Book tickets also correspond to the same numbers on the check-in sheet as well as the label on the front of the item. This ticket will be removed when an item is purchased and be used to verify the seller and price. **IF YOU DO NOT HAVE BOOK TICKETS, WE CANNOT PAY YOU!**

SAMPLE BOOK TICKETS FOR INDIVIDUAL ITEM

P-1
0006
\$ <u>4.50</u>
Tape ticket to inside

AND A SET

P-1
0001
<u>\$14.50/set</u>
Tape ticket to inside
Set of 3

P-1
0002
<u>\$ 2 of 3</u>
Tape ticket to inside

There is only a price on the **first** ticket of a set.

- **Book Ticket Placement**
 - Book tickets are placed on the inside of the book or item.
 - Books: tape the book ticket to the inside front cover of books, making sure the number on the book ticket matches the label number. Using one small piece of scotch tape, attach the book ticket at the **TOP ONLY**.
 - For games, DVDs, and items in a box or covered, place the book ticket inside the item in a place that will be easily accessed but not visible.
 - For puzzles, wrap the box with plastic wrap and secure ticket to the outside with tape on the **top and bottom**, or place in a large plastic bag that is sealed and drop the ticket in.
 - For items in plastic zippered bags, the book ticket can be placed inside the plastic bag.

Place your items in a box or other container in numerical order. Place a copy of the check-in sheet at the beginning.

Make a self-addressed, stamped envelope and clip it to one copy of the check-in sheet.

You are ready to check in!