

How To Have A Successful School Store Sale

True Consignment arrangement: **NO UPFRONT COSTS**

QUESTIONS? Please call our helpful and knowledgeable Representatives: - **800 NN 4 TEXT** (800 664-8398)

Before Placing Your Order...

Consult your school administration to determine if this project requires approval. Be sure you are in compliance with school district requirements and regulations, if any.

- 1) Please download all fund-raising PDFs from the N&N website:

<http://www.nn4text.com>

How to: Click on the "School Store Consignment Sales" button on the lower right of our home page. This will link you to a page with basic information on consignment arrangements for N&N review books. You will find links to download the PDFs (including all the forms you may need for administering successful consignment order).

- 2) Determine the book titles and numbers that you need to order from N&N.

How to: (a) Print off copies of the **Teacher Book Request Forms** (downloadable PDFs). Distribute the separate forms to English, Math, Science, and Social Studies teachers. The teacher feedback allows you to accurately estimate the quantities of each title needed for your consignment order. (Be sure participating teachers understand that their free books and teacher supplements will be shipped after the sales end and the account is settled. This may affect their review planning and schedule.)

Making a Consignment Order...

- 1) Fill out the **School Store Consignment Order Form** (downloadable PDFs). Be sure it is signed by the authorized supervisor.
- 2) Call our trained professional staff toll free at 1-800-NN4TEXT (1-800-664-8398). We'll go over your order and any details necessary. You may place the order at that time or review it with your store staff and then call back or fax it to us at 1-845-342-6910.
- 3) N&N will ship your order as promptly as possible. Usually in about 1 week.

Before the Books are Delivered...

- 1) Decide on sale prices for each book for a reasonable profit. Note: On the **School Store Consignment Price List** (downloadable PDF), two prices are provided: (1) School – this is the basic discount price you pay (NB: you'll have to add shipping at 8% of the book total – roughly \$.50 per book), and (2) Retail Price – this is the maximum recommended selling price. You want to charge somewhere between the basic school discount price (+shipping) and the retail price.
- 2) Some teachers may want to send a notice of the sale to parents (or the school may require it). The letter should inform the parent of the review book needed and the price. Include (1) date(s) of the sale, (2) location of the sale, and (3) a "pay check to the order of" name in the letter.
- 3) Post **advertising flyers and posters** (downloadable PDFs)
- 4) Decide on a limited time duration for having the books on sale (Suggested time frame: 3 weeks).
- 5) Decide how, where, and by whom the books and collected receipts will be kept secure.

- 6) Make sure your sales staff is familiar with your price list before sales begin.

When Books are Delivered...

- 1) Carefully remove the shipping invoice from the "Packing List &/or Invoice Enclosed" pouch on the outside of Box 1 of the shipment.
- 2) Have at least 2 staff members unpack and log the book quantities against the Invoice. Call us immediately if there are any discrepancies. Be sure to carefully store the Invoice in your project records folder.
- 3) Secure the boxes of books in a safe storage place to avoid pilfering. They're your responsibility – your name is on the contract.

Selling Books...

- 1) Announce time and place for books to be sold on PA announcements. (A note to participating teachers to remind their students in class is also helpful.)
- 2) Coordinator(s) from your staff should do a daily tally of sales. **School Store Inventory** sheet (downloadable PDFs)
- 3) Be sure to secure books and double check receipts each day. They're your responsibility – your name is on the contract.

After the Sales Campaign Ends...

- 1) Send payment to N&N as per invoice(s) along a copy of the original invoice and the **Teacher Supplement Request Form** (a downloadable PDF) to determine the titles and amounts necessary for the teachers who had students purchase the review books.
- 2) Keep any extra money.
- 3) Ship to N&N any left-over books (after checking for damaged products) within 45 days. **Remember: All shipping costs are the responsibility of the school store, not N&N.**
- 4) N&N will calculate your 5% or 10% rebate and send you a check.

Free Teacher Copies and Supplements...

Note: There are no prices listed on the **School Store Consignment Price List** for teacher supplements, because there is no charge for the teacher copies and supplements.

Be sure participating teachers understand their free books and teacher supplements will be shipped after the sales end and the account is settled. This may affect their review planning and schedule.

- 1) When payment is received and books returned (if necessary) to N&N, we will ship one student copy and one Teacher Supplement for the titles ordered and sold to the authorized adult supervisor on the **School Store Consignment Order Form**. These free copies and Teacher Supplements will be shipped free of charge.
- 2) The authorized adult supervisor on the **School Store Consignment Order Form** will be in charge of the distribution of teacher book and supplement distribution.



SCHOOL STORE CONSIGNMENT PRICE LIST

Code:
SSC2009.03

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SCIENCE 2009RETAIL ..SCHOOL

Science Big 8 Review

150ISBN-978-0-935487-71-8	Student\$17.95	..\$10.77
158ISBN-978-0-935487-00-N	Teacher Supplement		

Physical Setting: Earth Science STARReview

530ISBN-978-0-935487-74-9	Student\$15.95	..\$9.57
538ISBN-978-0-935487-00-Q	Teacher Supplement		

Living Environment: Biology STARReview

220ISBN-978-0-935487-73-2	Student\$15.95	..\$9.57
228ISBN-978-0-935487-00-R	Teacher Supplement		

Physical Setting: Chemistry STARReview

320ISBN-978-0-935487-75-6	Student\$15.95	..\$9.57
328ISBN-978-0-935487-00-S	Teacher Supplement		

Physical Setting: Physics STARReview

420ISBN-978-0-935487-76-3	Student\$15.95	..\$9.57
428ISBN-978-0-935487-00-T	Teacher Supplement		

SOCIAL STUDIES 2009RETAIL ..SCHOOL

Social Studies Big 8 Review

600ISBN-978-0-935487-72-5	Student\$17.95	..\$10.77
608ISBN-978-0-935487-00-P	Teacher Supplement		

Social Studies 8 X-treme Review

610ISBN-978-0-935487-91-6	Student\$13.95	..\$8.37
618ISBN-978-0-935487-00-AM	Teacher Supplement		

Global History – Geopolitical Patterns & Cultural Diffusion

670ISBN-978-0-935487-66-4	Student\$19.95	..\$11.97
678ISBN-978-0-935487-00-F	Teacher Supplement		

Global History – STARReview

640ISBN-978-0-935487-70-1	Student\$15.95	..\$9.57
648ISBN-978-0-935487-00-M	Teacher Supplement		

U.S. History & Gov't – Constitutional & Geopolitical Patterns

770ISBN-978-0-935487-68-8	Student\$19.95	..\$11.97
778ISBN-978-0-935487-00-K	Teacher Supplement		

U.S. History & Gov't – STARReview

740ISBN-978-0-935487-69-5	Student\$15.95	..\$9.57
748ISBN-978-0-935487-00-L	Teacher Supplement		

ECONOMICS – STARReview

910ISBN-978-0-935487-80-0	Student\$14.95	..\$8.97
918ISBN-978-0-935487-00-B	Teacher Supplement		

ENGLISH 2009RETAIL ..SCHOOL

ELA 6 X-treme Review

880ISBN-978-0-935487-87-9	Student\$13.95	..\$8.37
888ISBN-978-0-935487-00-AC	Teacher Supplement		

ELA 7 X-treme Review

870ISBN-978-0-935487-86-2	Student\$13.95	..\$8.37
878ISBN-978-0-935487-00-AB	Teacher Supplement		

ELA 8 X-treme Review

890ISBN-978-0-935487-88-6	Student\$13.95	..\$8.37
898ISBN-978-0-935487-00-AD	Teacher Supplement		

English Big 8 Review

820ISBN-978-0-935487-67-1	Student\$17.95	..\$10.77
828ISBN-978-0-935487-00-J	Teacher Supplement		

English STARReview – Comprehensive Test

860ISBN-978-0-935487-81-7	Student\$15.95	..\$9.57
868ISBN-978-0-935487-00-G	Teacher Supplement		

MATHEMATICS 2009RETAIL ..SCHOOL

Math 6 X-treme Review

990ISBN-978-0-935487-84-8	Student\$13.95	..\$8.37
998ISBN-978-0-935487-00-Z	Teacher Supplement		

Math 7 X-treme Review

980ISBN-978-0-935487-83-1	Student\$13.95	..\$8.37
988ISBN-978-0-935487-00-Y	Teacher Supplement		

Math 8 X-treme Review

920ISBN-978-0-935487-85-5	Student\$13.95	..\$8.37
928ISBN-978-0-935487-00-AA	Teacher Supplement		

Math Big 8 Review

950ISBN-978-0-935487-77-0	Student\$17.95	..\$10.77
958ISBN-978-0-935487-00-U	Teacher Supplement		

Integrated Algebra X-treme Review

000ISBN-978-0-935487-94-7	Student\$13.95	..\$8.37
008ISBN-978-0-935487-00-AJ	Teacher Supplement		

Math A – STARReview

960ISBN-978-0-935487-78-7	Student\$12.67	..\$8.87
968ISBN-978-0-935487-00-V	Teacher Supplement		

Math B – STARReview

970ISBN-978-0-935487-79-4	Student\$12.67	..\$8.87
978ISBN-978-0-935487-00-W	Teacher Supplement		

Free Teacher Copies and Supplements

Note: There are no prices listed above for teacher supplements, because there is no charge for the teacher copies and supplements. When payment is received and books returned (if necessary) to N&N, complete the Teacher Supplement Request Form (a downloadable PDF) to determine the titles and amounts necessary for the teachers who had students purchase the review books. Within a week of receipt of the payment and Teacher Supplement Request Form (via email, fax, or phone), N&N will ship to the authorized individual on the Consignment Order Form one student copy and one Teacher Supplement for the titles ordered and sold. These will be shipped free of charge including no charge for shipping.

Recommended Selling Price

Note: On the price list above, two prices are provided: (1) School - this is the price per book that is charged by N&N on this Consignment Order (plus shipping (see order form)). **(2) Retail** - this is the suggested (recommended) retail price per book. There are no prices printed on the books; therefore, what ever price is charged is the choice of the consignment organization or individual. Remember that the cost of shipping is the responsibility of the organization or authorized individual ordering. **Remember: Two Rebates**, each 5 percent, will give "bonus" money to the organization or individual (see Rebates 1 and 2).

How to earn Bonus Rebate 1: Within 45 days of delivery of the review books, return unsold books for credit along with a check for the total books sold less returns (see price per book). Upon inspection of the returned books, N&N will issue (within 1 week) to the above identified organization or individual a rebate check in the amount of 5% of the total books sold. **Note:** Books must be properly boxed and returned via UPS or FedEx. The cost of shipping is the responsibility of the organization or individual authorizing the Consignment order.

How to earn Bonus Rebate 2 in addition to Bonus Rebate 1:

Within 45 days of delivery of the review books and if no books are returned, a second additional check in the amount of 5% of the total books sold will be issued by N&N to the above identified organization or individual.

The fastest way to receive 10% in rebates is to have your Consignment Invoice in hand and a valid VISA or MasterCard and call (1-800-664-8398) within 45 days of the delivery of the review books to pay the invoice total.

Downloads: From the nn4text fundraising webpage: <http://www.nn4text.com>, download PDFs to help make your fundraiser a success: How To Guide for a Successful Fundraiser, Teacher Book Request Forms (Science, Social Studies, English, & Math), Teacher Supplement Request Form, Consignment Price Sheet, Consignment Order Form, and Advertising flyers, notices, and posters.



SCHOOL STORE CONSIGNMENT ORDER FORM

Product Consignment Form for School Stores, Organizations and Authorized Individuals
Use this form for Consignment Purchases Only

Code:
SSC2009.03



N&N Publishing Company Inc.



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email: nn4text@nandnpublishing.com Web Page: www.nn4text.com

Orders & Information: **1-800-NN 4 TEXT** (1-800-664-8398)

School Name:		
Attention:		
Street Address:		
City:	State:	ZIP:
Phone:	County:	

School Name:		
Attention:		
Street Address:		
City:	State:	ZIP:
Phone:	County:	

- Authorized Individual** (print name) _____ (signature) _____
- Organization or Individual 5% Rebate check(s)** to be made "payable to" _____
- Attach Tax-Exemption Certificate unless on file with N&N. Tax Resale or Tax-Exemption Number** _____

Catalog Number	Quantity	Title - Description - ISBN	Consignment Discount Price <small>(see price sheet)</small>	Total

See procedure (on the Pricing Sheet) for obtaining the FREE teacher copies and supplements.

Shipping: 8% in states: CT, DE, DC, MD, MA, MI, NH, NJ, NY, NC, PA, RI, VT, VA, & WV

10% in states: AL, AR, FL, GA, IL, IN, IA, KS, KY, LA, ME, MN, MS, MO, NE, ND, OH, OK, SC, SD, TN, TX, WI

13% in states: AZ, CA, CO, ID, MT, NV, NM, OR, UT, WA, & WY

Actual Shipping in states: AK, HI, & Puerto Rico

Subtotal =

Add Shipping - MINIMUM \$7.00 +
(Include higher amount 8%, 10%, or 13%. See table.)

Plus Shipping Subtotal =

Add State Sales Tax +
(unless Tax Exempt or Resale number included above)

ORDER TOTAL =

Consignment Purchase Orders: Accepted via Mail, attachment to email, or Fax. Must have authorized signature. Payment in full is due in 45 days. Returns accepted within 45 days only. Credit is given only after inspection of returned books. Credit on the returned books is issued against the Invoice total, but **not** on the shipping. Customer is responsible for the return shipping cost. No credit is given for damaged books (i.e., dents, ink marks, bent covers) nor for books purchased in previous school years.

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1: Within 45 days of delivery of the review books and if no books are returned, a second additional check in the amount of 5% of the total books sold will be issued by N&N to the above identified organization or individual.

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Downloads: From the nn4text fundraising webpage: <http://www.>, download PDFs to help make your fundraiser a success: How To Guide to a Successful Fundraiser, How to Order and Receive FREE Teacher Copies and Supplements, Consignment Price Sheet, Consignment Order Form, Helpful Ordering Tips, full publication catalog, and Advertising flyers, notices, and posters.