

How To Have A Successful Teacher/Classroom 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...

- 1) Consult your school administration to determine if classroom sales require approval and what requirements need be observed to be in compliance with school district regulations, if any.
- 2) Please download all classroom sales PDFs from the N&N website:

<http://www.nn4text.com>

How to: Click on the "Teacher/Classroom Consignment Sales" button on the lower center of our home page. This links you to a page with basic information on conducting a sale of N&N review books for your individual class. You will find links to download the PDFs (items to help you conduct the sale).
- 3) Decide on prices for each book.
Note: On the **Teacher/Classroom 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.
- 4) Poll your class(es) to determine the book title(s) and quantities that you need to order from N&N.
- 5) If necessary a letter can be sent home to parents informing them 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. Duplicate the number needed to distribute it to your students to take home.
- 6) NB: Understand that for each title ordered, a free book and teacher supplement will be shipped after your account is settled. NB: This timing may affect your review plans.

Making a Classroom Consignment Order...

- 1) Fill out the **Teacher/Classroom Consignment Order Form** (see downloadable PDFs).
- 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 this time or review it with your supervisor and then call us 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 having the books on sale for limited duration for (Suggested time frame: 3 weeks).
- 2) Select a secure place (lockable cabinet or closet in which to store the supply of unsold books). They're your responsibility – your name is on the contract.
- 3) Decide on a specific class time that the books will be sold, e.g., first 10 minutes of class.

- 4) Procure a secure, lockable container (cashbox) for storing checks and cash as you collect it. (School may have a safe and require you to use it.)
- 5) Decide how and where you will record each student's purchase. See **Teacher/Classroom Sales Tally Sheet** (see downloadable PDFs).

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) Unpack and count 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 your safe storage place to avoid pilfering. Again, they're your responsibility – your name is on the contract.

Selling Books...

- 1) Announce the time and dates for books to be sold.
- 2) Work from a desk or table in front of the secure place in which the supply of unsold books are stored. (lockable cabinet or closet)
- 3) Don't rush. Take your time and work from a secure, lockable container (cashbox) and store checks and cash as you collect it.
- 5) Carefully record – or have a reliable student record – each student's purchase. See **Teacher/Classroom Sales Tally Sheet** (downloadable PDFs) [Book Title, Date, Student Name, Amount Paid, Check #/ Cash Rec'd]

When your 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).
- 2) Keep any extra money.
- 3) Ship N&N any left-over books (after checking for damaged products) within 45 days. **Remember: All shipping costs are the responsibility of the teacher, not N&N.**
- 4) N&N will calculate your additional 5% or 10% rebate(s) – see blue box on the **Teacher/Classroom Consignment Price List** – and we'll send you a check for the appropriate amount.

Free Teacher Copies and Supplements...

NB: There are no prices listed on the Consignment Sales Price List for teacher supplements, because there is no charge for the teacher copies and supplements.

Within a week of receipt of the payment and **Teacher Supplement Request Form** (via email, fax, or phone), N&N will ship one student copy and one Teacher Supplement for the titles ordered and sold to the authorized individual on the **Teacher/Classroom Consignment Order Form**. These Teacher Supplements will be shipped free of charge.



TEACHER/CLASSROOM CONSIGNMENT PRICE LIST

Code:
TCC2009.03

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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

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898ISBN-978-0-935487-00-AD	Teacher Supplement		

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828ISBN-978-0-935487-00-J	Teacher Supplement		

English STARReview — Comprehensive Test

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868ISBN-978-0-935487-00-G	Teacher Supplement		

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Math 7 X-treme Review

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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
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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.



TEACHER/CLASSROOM CONSIGNMENT ORDER FORM

Code:
TCC2009.03

Product Consignment Form for Teachers and Authorized Individuals
Use this form for Consignment Purchases Only



N&N Publishing Company Inc.



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Phone: (800) NN 4 TEXT

Fax: (845) 342-6910

email: nn4text@nandnpublishing.com

Web Page: www.nn4text.com

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

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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 (see price sheet)	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.

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:

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.