

How To Have A Successful Fund-Raising 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 a fund-raising project requires approval. Be 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 "Fund-raising" button on the lower left of our home page. This will link you to a page with basic information on conducting a N&N review books fund-raiser. You will find **links to download the PDFs** (including all the items you may need for a successfully profitable fund-raiser).

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

How to: (a) Print off copies of the N&N Teacher Book Request Forms (downloadable PDFs). Distribute the separate forms to **English, Math, Science, and Social Studies** teachers. The feedback allows you fill in 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 plans.)

Making a Fund-raising Consignment Order...

- 1) Fill out the School Organization Fund-raising Form.
- 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 group and then 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) Some teachers may want to send a notice of the sale to parents (see download for a sample of such a notice).
- 2) Post advertising flyers and posters (downloadable PDFs)
- 3) Get your group organized
 - A) Decide on prices for each book for a reasonable profit.
Note: On the Consignment Price List (downloadable PDF), two prices are provided: (1) School – this is the basic price you pay (you'll have to add shipping at about \$.50 per book) and (2) Retail Price – this is the recommended maximum selling price.
 - B) Decide on a limited time duration for having the books on sale (Suggested time frame: 3 weeks).
 - C) Decide on a place and the physical requirements for your sales outlet (tables, chairs, display signs, etc.), and how the books will be brought to and from the site and kept secure.
 - D) Set up and post a sales personnel schedule (don't forget to schedule adult shift supervisor).
 - E) Make sure your sales staff is familiar with your price list before sales begin.

- F) You 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.

When Books are Delivered...

- 1) Carefully remove the shipping invoice from the "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 with your project records.
- 3) Secure the boxes of books in a safe storage place to avoid pilfering.

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) Set up a booth or table during lunch periods to sell books
- 3) Project coordinator(s) should do a daily tally of sales.
- 4) Be sure an adult supervises the break down of the sales outlet and secures books and receipts.

After the Sales Campaign Ends...

- 1) Send N&N payment as per invoice(s).
- 2) Keep any extra money.
- 3) Ship N&N any left-over books (after checking for damaged products) within 45 days.
- 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 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 plans.

- 1) 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.
- 2) 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 **Fund-raising Consignment Order Form**. These Teacher Supplements will be shipped free of charge.
- 3) The authorized individual on the Consignment Order Form will be in charge of the distribution of teacher book and supplement distribution.



FUND-RAISING CONSIGNMENT PRICE LIST

Code:
CP2009.03

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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 2009RETAILSCHOOL

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

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

MATHEMATICS 2009RETAILSCHOOL

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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 ORGANIZATION FUND-RAISING ORDER FORM

Code:
FR2009.03

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



N&N Publishing Company Inc.



18 Montgomery St. Middletown, NY 10940-5116

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)

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 (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.

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