

BOOK/Uniform TAKE IN INSTRUCTIONS

- There is a \$2 processing fee to participate by turning in books to sale.
- Clearly print on the form to whom the checks should be made payable.
- List contact phone numbers on the form.
- Clearly print on the form your address including the zip code.
- Indicate with an “x” in the space provided, whether you will pick up your funds or if they should be mailed.
- List each book on the form you are selling with title and price.
- Name needs to be written in each book that matches the name on the envelope.
- Clearly print an envelope as shown below for each book or uniform.
- Clearly list the title of the book on each envelope.
- Put the asking price on the edge of each envelope as shown.

Envelope Example

\$25
MODERN CHEMISTRY
JOHN SMITH
\$25