

Charger Academy Book Sale Instructions

Buyers: Doors will open at 10am Thursday, June 21 and Friday June 22. The sale will end at 4pm each day. Items will be sorted by seller, and labeled with the price. A \$1.00 donation will be collected upon check out. Take your purchases to the check out table to pay (cash only, please).

Sellers: You may drop off your items from 10am-2pm Monday, June 18; Tuesday, June 19 and Wednesday, June 20. Wednesday will be a preview sale and swap day for sellers. Sale items should have a sticker with your seller's code** and price (items in a set should also be listed as 1 of 4; 2 of 4, etc.). An inventory sheet listing all items being sold should also be provided. This sheet will be used at check out to ensure you are given the correct amounts for items sold.

You can find a template of the inventory sheet at www.chargeracademy.com.

To sell: Bring your books, inventory sheet, and \$3 set up fee to the check-in table located in the lobby of Bethel Baptist Church/Cornerstone Christian School. We will provide a stamped envelope on which you will put your address. At the end of the sale, a total will be determined and the 10% (and \$3 fee if you did not pay at drop off) will be deducted. A check will be mailed to you within 3 weeks. All unsold books should be collected by the seller between 3 and 4pm on Friday. Items not collected will be considered donated and will be removed from the building at 4pm on Friday. Sellers may check out early during any day of the sale.

Swappers: Swapping will take place on Wednesday during the preview sale. If you are interested in swapping any of your items for specific items, please place a swap list on your boxes. Your swap list should include items that you are ISO, and the items that you would like to swap for your ISO items. Be sure to provide your contact information so that the individual interested in swapping may contact you during sale hours. Book sale volunteers will not be responsible for coordinating swaps; you will need to coordinate with other sellers.

**Seller's code: To ease check-out and to ensure the books are identified correctly, each seller should use a code with their initials (last, first, middle) followed by a number, then the description. Each item in a set must be marked with the code for that set.

Example: Adrienne A Domino, selling 3 items would list the inventory this way:

CODE	TITLE	PRICE	SOLD
DAA1	BJU Spanish; 3 items: Text, teacher bk & answer key	\$20.00	\$
DAA2	Telescope and instruction manual	\$100.00	\$
DAA3	The Bronze Bpw	\$1.00	\$

The labels for the 3 items of Spanish would read: DAA1 \$20 1 of 3; DAA1 \$20 2 of 3; and DAA1 \$20 3 of 3. It helps to provide the grade level on the label when it is not obvious on the item.