

# CCA BOOK SALE INSTRUCTIONS

- Each book must have a sticker on the front with your name, grade level of book, and asking price.
- Pricing is in .50 increments. (.50, 1.00, 1.50) **Minimum price is .50.**
- Fill out the book sale list according to the example on line one of the book/item list.
- All book sale forms must be filled out **before** you come to drop-off.
- Keep your books in the same order as listed on your sheet to speed up the drop-off process.
- Separate books by grade level and subject **before** you write them on the book sale list.
- ***You must have a total count of items for sale to receive your bar code stickers at drop-off.*** You will receive bar code stickers to apply to each book at drop-off. You will record your bar code #s on your book sale list so please leave yourself ample time for this process.
- ***CHANGE: BOOKS MAY NOT BE SOLD AS SETS. EACH BOOK MUST BE INDIVIDUALLY PRICED WITH ITS OWN BAR CODE.***
- Extra book sale lists are available if you need more than one form.
- You may make a form on your computer as long as you include all of the information in the same order as on our form.
- ***Remove or cover any old bar code stickers*** to avoid confusion at the present sale. We reserve the right to refuse any books that are not in good condition or not suitable for the sale (no college texts, old encyclopedias, etc.)
- We are not responsible for lost or damaged items.

## **Drop-Off:**

June 11 <sup>th</sup>	9:00 – 4:00 p.m.	after 3:00 p.m. no more than 20 items
June 12 <sup>th</sup>	9:00 – 1:00 p.m.	after 12:00 noon no more than 20 items

## **Book Sale:**

June 13 <sup>th</sup>	9:00 – 4:00 p.m.	CCA families (paid June tuition) only
June 13 <sup>th</sup>	1:00 – 4:00 p.m.	General Public
June 14 <sup>th</sup>	9:00 – 12:00	General Public

## **Pick up books and checks:**

June 21 <sup>st</sup>	12:00 – 4:00 p.m.	NO CHECKS ISSUED BEFORE 12 NOON
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