

## RULES FOR THE BOOK TABLE

Please familiarize yourself with these rules and keep good records. The receipt book is our paper trail for accounting purposes. The book forms are the paper trail to pay authors for their work.

1. Make sure that the Book Form is filled out: author info, book titles, price of each, number of copies, payment option. Use the “BU Use Only” box to keep track of sales and to mark down the number of books returned to the author. Take an inventory of the table at the beginning and end of each day. Be sure to correct the book form if authors bring in additional books.
3. Don't remove any *white* pages from the receipt book. Buyer gets the yellow copy.
4. Take your time, don't let yourself be rushed. Double-check addition. List books separately and then add the tax (if any). Use a calculator. Put your initials in the bottom left margin of the page.
5. If you make a mistake, write “Void” on the receipt and start over. Leave *both* pages in the receipt book.
6. After the sale, note it on the Authors' Book Form. It's our double-check for accounting and to make sure authors get their money.
7. Have a good time selling books. It's your chance to meet your readers, and to meet and talk with other BU members.