

**BOOK TAKE IN FORM**

SELF ADDRESSED ENVELOPE \_\_\_\_

PROCESSING FEE \$2 \_\_\_\_

**PLEASE PRINT CLEARLY**

Checks should be payable to: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Complete Address: \_\_\_\_\_ (zip) \_\_\_\_\_

**Mail checks and cash to me and donate unsold books. (I have provided a self-addressed envelope.)**

**I will pick up checks, cash and unsold books. (I understand that if I fail to do so, the books will become property of John Carroll.)**

| SUBJECT | TITLE | PRICE | SOLD |
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**BOOK RECEIPT**

**I understand no money or books may be picked up without this receipt. I understand that books not picked up on May 18, 2019 will be donated and funds will be mailed.**

Checks were payable to: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

## **BOOK TAKE IN INSTRUCTIONS**

(Not following these instructions could result in lost money and/or books.)

1. There is a \$2 processing fee to participate by turning in books to sale.
2. Clearly print on the form to whom the checks should be made payable.
3. Clearly print on the form the student and parent name.
4. List contact phone numbers on the form.
5. Clearly print on the form your address including the zip code.
6. Indicate with an "x" in the space provided, whether you will pick up your funds or if they should be mailed.
7. List each book on the form you are selling with title and price.
8. Sign the form.
9. Filled out Receipt at the bottom of the form. Do not remove receipt.
10. Clearly print an envelope as shown below for each book or uniform.
11. Clearly print to whom the checks should be made payable on each envelope.
12. Clearly list the title of the book on each envelope.
13. Put the asking price on the edge of each envelope as shown.
14. You must have a COMPLETE self address envelope even if you intend to pick up you books.

**\$25**

**MODERN CHEMISTRY**

**JOHN SMITH**

**\$25**