

SECOND HAND BOOK SALE INSTRUCTIONS

- **If selling books for more than one student** - Complete all labels and the Books for Sale Form in one student's name.
- **Unsold books** can be donated to Student Welfare, please tick appropriate box on this form and label.
- **Books For Sale Form** – Ensure that all information matches the labels attached to the books.
The completed form must accompany books handed-in for sale. Photocopy the completed form for your own records.
- **Labels** – PRINT CLEARLY. Attach to front of book with **2 pieces of tape only** (top and bottom of label).
- **Books** – Books should be in good condition with no pages missing. Only books listed on the Second Hand Book List can be sold, so please check titles and editions.
- **Pricing** – Maximum selling price is given in the Second Hand Book List. A lower price should be set for books not in top condition. Please price books in round dollar amounts,
- **CD's** – CD's must be usable. Tape CD's securely in their pockets to inside of book covers. The PA are not responsible for condition of CD's.

Collection of Money/Unsold Books

- ID is essential for anyone collecting money/unsold books. Collecting on behalf of another student requires authorisation note and ID.
- Any uncollected books/money will be considered a donation to the Parent's Association if not collected within 14 days of the end of the event.

Please Note

- Cheaper priced books in good condition usually sell first.
- 20% of all Sales will go to the Parents Association.

Sales are strictly cash only