Checkout Checklist

- Handheld Wireless Terminal.
- Wireless Terminal refill paper.
- School Tools Price List.
- Calculator, pens, paper, tape and sticky notes.
- Student reorder forms.
- Classroom Wish List.
- Bookplates for donations.
- Extra Family Event ballots.
- Cash box and float.

Classroom Wish List

- Draw customers’ attention to the display so they can view their child’s Classroom Wish List.
- Once the customer has chosen which book they would like to donate, put a checkmark next to the “Wish Granted” box on the list.
- After the book has been purchased, provide a Bookplate that the customer can personalize and adhere to the inside cover.
- Deliver each classroom’s Wish Books at the completion of the Fair.

Prepaid Reorders

- Take reorders on products that are down to the last copy (do not sell the last copy).
- Have customer pay for the item.
- Complete the Reorder Receipt form.
- Give customer the yellow carbon copy & retain the white copy.
- Reorders submitted prior to the end of the fair will be delivered on the day of the fair pick-up where possible. For details specific to your area, please contact your Consultant.