

# Materials Checklist

School or Organization: \_\_\_\_\_

*Book Fair Delivery Date:* \_\_\_\_\_

## Materials Received:

\_\_\_\_\_ iPad(s) and Card Readers

\_\_\_\_\_ Cash Box                      \_\_\_\_\_ Register Sign

\_\_\_\_\_ Lawn Sign                      \_\_\_\_\_ Vinyl Banner

\_\_\_\_\_ Bookstands                      \_\_\_\_\_ Clear Plastic Book Display

\_\_\_\_\_ Bookmarks                      \_\_\_\_\_ Crates of Books

\_\_\_\_\_ Documents: Wish List form, Tech Guide, Pre-pay Order Forms, Day 1 Flyer

\_\_\_\_\_ **Boxes of Donation Books (Supplied Upon Request:)** These books, and all proceeds from their sale, are your school's to keep. Please remember to **keep these transactions separate from the rest of your Book Fair sales, and only accept cash.** We recommend selling them for \$1 each.

Received by: \_\_\_\_\_ Date \_\_\_\_\_

*Book Fair Pick-Up Date:* \_\_\_\_\_

Books can go in any crate, but please do not remove or cover any labels on the crates. Pack stuffing around the books to keep them from sliding around, and please keep the weight of returning crates easily manageable, about 25 lbs.

**Materials Returned:** Include any additional materials (books, crates, etc.) delivered during restock.

\_\_\_\_\_ iPad(s) & Card Readers                      \_\_\_\_\_ Crates of Books                      \_\_\_\_\_ Cash Box

\_\_\_\_\_ Vinyl Banner, Lawn Sign & Register Sign                      \_\_\_\_\_ Laminated Welcome Poster

\_\_\_\_\_ Bookstands & Clear Plastic Book Display                      \_\_\_\_\_ Book Fair Coming Soon Promo Sign

\_\_\_\_\_ Any Extra Shelf Talkers, Kid's Bucks, Bookmarks & Teacher Tags

Packed by: \_\_\_\_\_ Date \_\_\_\_\_



Lucy Shapiro, School Resource Coordinator, Copperfield's Books

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