



Sales & Profit Calculation Forms

School: _____
Address: _____
District: _____ Book Fair Dates: _____
Individual Completing Invoice: _____
Phone Number: _____ E-Mail Address: _____

New!
Use our App to complete
Auto-calculation forms and
submit electronically

Step 1: Calculate your Gross Receipts

Add cash, checks, and charge amounts (including sales tax if charged) from all devices.
The total is your gross receipts. Do not include Book Bucks or gift certificates.

Cash + _____
plus Checks + _____
plus Charges + _____
Equals Gross Receipts = _____

Credit Card totals will be emailed to
you. Please, do not use the history
from tablets, phones, or other devices.
Our totals reflect what actually cleared
the bank.

Did you charge sales tax?

If yes, please go to Step 1A.

If not, a Completed State Resale Certificate Must Be Signed and Returned to Bedford Falls. Your
Gross Receipts equals your Sales. Go to Step 2.

Step 1A: Calculate Sales (please verify your county sales tax rate)

Gross Receipts _____ ÷ _____ (1+ tax rate) = _____ Sales

EXAMPLE: a school's gross receipts equaled \$10,000 and a tax rate of 6.75% was charged.
 $\$10,000 \div 1.0675 = \9367.68 in Sales

Step 2: Determine the correct form

Are your sales over \$12,000? If yes, you may select \$500 (retail value) in books from your Fair!

If your sales are **less than \$2500 OR** if you are taking **all profit in books go to Form A.**

If your sales are **over \$2500 AND** you are taking **all profit in cash go to Form B.**

If your sales are **over \$2500 AND** you are taking **part of your profit in cash and part in books go to Form C.**



FORM A

BOOK PROFIT

If your sales are less than \$2500 OR if you are taking all profit in books use this form.

School: _____

Step 2: Calculate your Book Profit

Sales (from Step 1 or 1A) _____ x .40 = _____ Profit in Books

This is the total retail value in books you may select from the fair.

EXAMPLE: Sales equal \$1500.00 x .40 = \$600.00
With this example the customer may select \$600 worth of books from the fair.

Step 3: Calculate the amount due to Bedford Falls Book Fairs

Gross Receipts: _____

Minus Charge Card Sales - _____ (from Step 1)

Equals Amount Due = _____ Payable to Bedford Falls Book Fairs

Please submit your check, payable to Bedford Falls, along with page 1 & this completed form within 5 days following the close of your fair to:

Bedford Falls Book Fairs
2801 Spring Forest Road Suite 103
Raleigh, NC 27616

Thank you for booking your fair with us!
Please contact us if you have any questions.



FORM B

CASH PROFIT

If your sales are over \$2500 AND you are not taking any profit in books use this form.

School: _____

Enter Sales from Step 1 or 1A _____

Step 2: Calculate your Book Profit

Total sales _____ x .25 = _____ (line 1)

Are your Sales over \$15,000? You earned an additional 5% Bonus on the sales amount over \$15,000.

Sales amount over \$15,000 _____ x .05 = _____ (line 2)

Total Cash Profit equals line 1 + line 2 = _____ (line 3)

For Example a school's sales total \$18,000. x .25 = \$4500 (line 1)

Sales over \$15,000: \$3000 x .05 = \$150

Total Cash Profit equals line (1 + line 2) = \$4650 (line 3)

Step 3: Calculate the amount due to Bedford Falls.

Gross Receipts: _____

Minus Charge Card Sales - _____ (from Step 1)

Minus Cash Profit - _____ (from Step 2 line 3)

Equals Amount of Check = _____ Payable to Bedford Falls Book Fairs

Please submit your check, payable to Bedford Falls, along with page 1 & this completed form within 5 days following the close of your fair to:

Bedford Falls Book Fairs
2801 Spring Forest Rd Suite 103
Raleigh, NC 27616

Thank you for booking your fair with us!
Please contact us if you have any questions.



FORM C

BOOK & CASH PROFIT

If your sales are over \$2500 and you are taking part of your profit in cash and part in books use this form.

Calculate Book Profit:

Sales (from Step 1 or 1A page 1) _____ x .40 = _____ Maximum book profit

Enter actual retail total of books you selected from the fair _____

Calculate actual percentage of profit received in books:

Actual retail total of books selected _____

Divided by maximum book profit ÷ _____

Equals percentage of profit taken in books = _____

Calculate Cash Profit

1- _____ percentage of profit taken in books = _____ Percentage of profit received in cash

Sales (from Step 1 or 1A) _____

Multiplied by percentage of profit received in cash X _____

Multiplied by .25 _____ X .25 = _____ Cash profit (line 1)

Are your Sales over \$15,000? You earned an additional 5% Bonus on the sales amount over \$15,000.

Sales amount over \$15,000 _____ x .05 = _____ (line 2)

Total Cash Profit equals line 1 _____ + line 2 _____ = _____ (line 3)

Calculate the amount due to Bedford Falls.

Gross Receipts: _____

Minus Charge Card Sales - _____ (from Step 1)

Minus Book Fair Cash Profit - _____ (from line 3)

Equals Amount of Check = _____ Payable to Bedford Falls Book Fairs

Please submit your check, payable to Bedford Falls, along with page 1 & this completed form within 5 days following the close of your fair to:

Bedford Falls Book Fairs
2801 Spring Forest Road Suite 103
Raleigh, NC 27616

Thank you for booking your fair with us! Please contact us if you have any questions.

800.954.0140 www.bedfordfallsusa.com fax 919.954.0938 92016