

Bedford Falls Book Fairs

Gift Certificates

A gift certificate master is included in the white folder found in your Chairperson's Resource Box which was delivered to you three weeks prior to your fair. Please feel free to copy that sheet as needed. Included herein is a barcode sheet with gift certificate dollar amounts to use when processing the sale of gift certificates.

Purchasing a Gift Certificate

This sale is handled the same way a book or other item. Simply scan the appropriate dollar amounts from the gift certificate bar code sheet. For example, if a parent would like to purchase a \$25 gift certificate scan the \$20 bar code and then the \$5 barcode. The total sale will equal \$25 and can be paid by cash, check, or credit card. Gift certificates can be purchased in the same transaction with books or other items. The person selling the gift certificate should write in the total dollar value and their initials in pen or other permanent ink on the gift certificate. The To/From section may be completed by the purchaser.

Redeeming a Gift Certificate

In Check-out choose this option first if the buyer is using a gift certificate. You will be asked to enter the amount of the gift certificate. If the amount is less than the total due, you will be asked to choose another option to complete the payment. If the amount is more than the total due, no change is given. A receipt will be printed.