



# 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.**

**NOTE:** If completing this form in a browser, please be sure to select **PRINT** and change the destination to **"SAVE AS PDF"** and then select **SAVE**



# 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.**

**NOTE:** If completing this form in a browser, please be sure to select PRINT and change the destination to "SAVE AS PDF" and then select SAVE



# 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.**

**NOTE:** If completing this form in a browser, please be sure to select PRINT and change the destination to "SAVE AS PDF" and then select SAVE



# FORM C

## BOOK & CASH PROFIT

School: \_\_\_\_\_

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

**NOTE:** If completing this form in a browser, please be sure to select PRINT and change the destination to "SAVE AS PDF" and then select SAVE