

Dear Book Fair Chair,

We are excited to be part of your book fair! Below are several forms that will help your book fair run smoothly. All these forms are in the Book Fair Resources section of the Bedford Falls website.

- Tip Sheet
- Set-up Guide
- Volunteer Guide
- Student Wish List
- Teacher Wish List
- Gift Certificates
- Last Copy Strips
- Daily Cash Report
- Sales & Profit Calculation Form
- Evaluation Form
- NC Tax Exempt Form
- SC Tax Exempt Form
- VA Tax Exempt Form

Important Notes:

- 1) Please keep all devices charged at all times.**
- 2) Please submit your **reorders** on your tablet. Please call 800-954-0140 for assistance.
- 3) We appreciate receiving your reorders by **Noon** each day. This allows us to process your order in a timely manner for next day delivery (BFBF Zone 1).
- 4) Please submit payment within 5 business days** to the address shown below.
- 5) Please take time to **complete the evaluation** form at the end of your book fair. We want to hear your feedback! **Please let us know how we can help make your fair *the best book fair!***



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