










Books Sales Checklist

To ensure your book sales run smoothly and efficiently for you and your customers, customize and use this checklist:

-  Books and materials to sell
-  Pricing list (for your own reference, since some CNVC items do not include price stickers)
-  Pens (for check writing)
-  Lockable cashbox (with adequate change)
-  Receipt booklets (customize to your event for efficiency)
-  Book sale signage (“Make checks payable to ___”)
-  PuddleDancer Press product catalogs (so those who cannot order today can have the option to order books later)
-  Display holders (considering purchasing some sort of clear plastic display holders to offer an attractive display of the products you are selling. This makes it easier for all people around your sales table to see what’s being offered)
-  Manual credit card machine and carbon copy receipt booklets (if you can accept credit card payments, a manual credit card machine and receipt booklets)