

Multi-terminal Reporting Form

Items are numbered to correspond with the numbers on the sample Financial Summary Report on the Closing Out Your Book Fair flyer.

	Scholastic EasyScan 1	Scholastic EasyScan 2	Scholastic EasyScan 3	Totals
①	Cash and Checks \$ _____	Cash and Checks \$ _____	Cash and Checks \$ _____	
②	Credit Cards \$ _____	Credit Cards \$ _____	Credit Cards \$ _____	
	# of Credit Cards \$ _____	# of Credit Cards \$ _____	# of Credit Cards \$ _____	
③	P.O. # ____ \$ _____	P.O. # ____ \$ _____	P.O. # ____ \$ _____	
	P.O. # ____ \$ _____	P.O. # ____ \$ _____	P.O. # ____ \$ _____	
	P.O. # ____ \$ _____	P.O. # ____ \$ _____	P.O. # ____ \$ _____	
	P.O. # ____ \$ _____	P.O. # ____ \$ _____	P.O. # ____ \$ _____	
④	Tax Exempt Sales \$ _____	Tax Exempt Sales \$ _____	Tax Exempt Sales \$ _____	
④a	Tax collected \$ _____	Tax collected \$ _____	Tax collected \$ _____	
⑤	Scholastic Dollars™ \$ _____	Scholastic Dollars™ \$ _____	Scholastic Dollars™ \$ _____	
⑥	One for Books® collected \$ _____	One for Books® collected \$ _____	One for Books® collected \$ _____	

- Remember to deduct your start-up cash.
- The dollar amount of One for Books® collections is now a mandatory field on your financial form.