

Claim your Scholastic Rewards

Now that your **Book Fair** is over, all you need to do to start spending your **Scholastic Rewards** is complete your **Cash Report Form**.

The simplest and quickest way is to visit bookfairs.scholastic.co.uk and do it online where:

- All of the calculations are done for you
- You can choose to pay online by bank transfer or credit/debit card
- You'll be able to start spending your **Scholastic Rewards** straight away



Complete your Cash Report Form in 3 simple steps

- 1 Go to bookfairs.scholastic.co.uk and look for the Log in section. If you already have an account, enter your email address and password and click **Log in**. If you are a new user, see instructions below on how to create an account.
- 2 You will be taken to your **Organiser Toolkit**, which lists all of your recent and planned **Book Fairs**. Click on the link to the **Book Fair** you wish to update e.g. **Autumn 2015 Book Fair**.
- 3 Click the green **online cash report** button to get started. Follow the instructions and you'll be spending your **Rewards** online in no time!



Creating a Scholastic account is easy!

1. Go to bookfairs.scholastic.co.uk and click **Register** in the Log in section.
2. Enter your email address and choose a password, then click the **create account** button.
3. Search for your school then enter your **Fair ID**, which you will find on any recent letters we have sent you. You'll be taken to your **Organiser Toolkit** (see steps 2 and 3 above) where you can complete your **Cash Report Form** online. If you need any help, just call us on **0800 212 281**.

STOP!

Go online and all the calculations are done for you
bookfairs.scholastic.co.uk



Cash Report Form

IMPORTANT:

Please go online or complete this form at the end of your Book Fair and **return within 7 days** in the envelope provided with your payment to:
 Scholastic Ltd., Westfield Road, Southam, Warwickshire, CV47 0RA.

School name, address and postcode:

Your Book Fair Sales

1 Add up all cash and cheques received at your Book Fair
 DO NOT include World Book Day vouchers, money-off coupons or Scholastic Rewards

£ _____

2 Add up all purchases made using school funds

Tick **only** if you need an invoice for this amount in order to pay

£ _____

3 Add up the amounts in 1 and 2

This is the amount you need to pay us

£ _____

4 Add up credit/debit card payments
 Send all credit/debit card slips in the pre-paid envelope provided

£ _____

5 Add up any Book Fair Gift Voucher sales (NOT World Book Day vouchers)
 Log in to your Organiser Toolkit to see a list of all gift vouchers purchased online

£ _____

6 Add up the amounts in 3, 4 and 5

This is your Book Fair sales total

£ _____

Your Scholastic Rewards

Book Fair sales	£0.00 - £299.99	£300 - £399.99	£400 - £599.99	£600 - £799.99	£800+
Scholastic Rewards	0%	25%	40%	50%	60%

7 Check the rate of Rewards you can claim using table above and amount in 6
 Rewards can only be claimed once Book Fair sales reach £300 or more

_____ %

8 Calculate your Rewards using amount in 6 and percentage rate in 7
 (e.g. £700 x 50% = £350)

£ _____

9 Add up the value of any books taken from the cases using Rewards
 Write '0' if you took none. Do not include books used with your £25 prize allowance

£ _____

10 Calculate your final Rewards balance (8 minus 9)

This is the amount of Rewards you will be issued on receipt of this form

£ _____

Tick **only** if you need to receive paper Rewards

3 easy ways to pay

Tick your choice

- Cheque:** Please make the cheque payable to **Scholastic Ltd.** and post in the pre-paid envelope provided.
- Giro:** You can deposit the cash takings at a bank using the giro credit slip provided. DO NOT use these bank details for BACS payments.
- Online banking:** You can pay via credit/debit card or bank transfer on our website, bookfairs.scholastic.co.uk. Please note: cash payments must not be sent to Scholastic, given to the driver or taken to the Post Office.

11 Please sign, date and return this form in the pre-paid envelope provided together with any of the following (please tick):

- Cheques Credit/debit card slips Scholastic Rewards World Book Day vouchers Money-off coupons

Signed _____ Print Name _____ Date _____

Don't miss out! Save the date of your next Book Fair by filling in your preferred dates here:

We hope you had an enjoyable and successful Book Fair. To help us improve our service, we would appreciate it if you could spare a minute or two to fill in our customer feedback survey at bookfairs.scholastic.co.uk/survey.