



# Customer orders record sheet

Use this sheet to take orders for books that may not be in stock at the Book Fair. Note down the customer's name, class, the title of the book and how much they paid. Let Scholastic know before the last day of your Book Fair and the titles will be delivered when the Book Fair is collected. Tick off orders as they are delivered to customers.

Timings listed are suggestions only – we recommend at least 20 minutes for each class browsing session.

Customer name	Class	Title of book	Price (£)	Paid? <i>Tick if 'yes'</i>	Order delivered? <i>Tick if 'yes'</i>

Total for this page: \_\_\_\_\_