

Scholastic Book Fairs

Credit Card Processing Guidelines

You'll be able to accept Discover, Visa, MasterCard, American Express, and secured debit cards (with Visa or MasterCard logos on them) from your customers.

Be sure to locate your Credit Card Imprinter Box as soon as your Book Fair arrives. You'll find an imprinter and sales slips ready to go.

Imprint charge and merchant information:

- Place "X" in box to validate that the card has not expired.
- Position the card in place at the top of the imprinter unit.
- Place the sales slip over the bottom half of the card, covering the merchant plate.
- Slide the handle firmly once to the right and then once back to the left.
- Make sure the card number and expiration date print clearly on all copies.
- Clearly print any necessary corrections by hand.

Provide the following information:

- Write in current date.
- Write in *Seller* and your school's name.
- Write in *Books* under product description
- Have customer sign receipt.
- Total the sale and include sales tax, if applicable.

Finalize the sale:

- Compare the signature on sales slip to that on card.
- Give the customer the copy of the sales slip marked *Customer*.
- Place the signed sales slip into the envelope provided in the Credit Card Imprinter Box.
- Keep a daily total of your credit card sales.

Pack Up and Report Sales:

- Repack the imprinter, unused sales slips, and envelope into the Credit Card Imprinter Box.
- Return the Credit Card Imprinter Box directly to Scholastic Book Fairs driver or put it in the Book Fair Setup Kit and place that box on top of the bookcases.
- Report your total credit card sales as instructed on your Financial Form.