

Master Book List Form Instructions

Used Curriculum Sale Policies

- Only registered attendees will be permitted to sell used curriculum
- Each registered family will be limited to 10 master book pages.
- Two additional photocopies of the Master booklist are required.
- Only items priced at \$1.00 or more and in \$1.00 increments will be accepted for sale.
- Only non-offensive educational materials in serviceable condition will be accepted. All questionable materials will be removed at the operator's discretion and returned or discarded.

1. Copy the Master book List (maximum 10 pages per registered family).

Please choose wisely. Sell only those books with mass appeal. ENOCH must limit the volume of used curriculum because of limited staff. Over 12,000 items were handled in one year. We simply do not have the volunteer staff necessary to process this kind of volume.

2. Complete the MASTER BOOK LIST, making sure the numbers and information match those on the BOOK LABELS. Do NOT add alphabet letters to the numbering system. Each book you sell will have a two-part identifying system: the page number for the Master List, and the item number from that list. Make sure that EACH Master List you submit has its own page number, and that EACH book on EACH page has its own item number. For example, if you submit two Master List pages, the book written in the top line of the second page will be identified as 'Page 2, Item 1' on its Book Label.

3. Price each item. ALL items must be priced at \$1.00 or greater in even dollar amounts: \$1.00, \$2.00, \$3.00 etc.

Items priced less than \$1.00 will not be sold. ENOCH will not be responsible for these books and they will be either returned or discarded.

4. Make two additional photocopies of the MASTER BOOK LIST. The original and one copy will be turned in with the books and you will keep one copy.

Note: This is a change in the number of copies required. It will help us to expedite the checkout process. If the seller fails to provide two copies of the master book list, ENOCH will charge a \$0.20/page fee which will be deducted from the seller's profit.

Do not tabulate subtotals or totals.
The grey fields are to be filled in by ENOCH staff only.

ENOCH of NJ Used Curriculum Sale Master Book List
 Please Copy (10 pages maximum)

\$1.00 minimum

Item #	Title ~Please print clearly using black ink~	Price
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
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21		
22		
23		
24		
25		
Drop-off Times: Fri 2:00 - 8:00PM Sat 8:30 -10:00AM Pick-up Books: Sat 5:00 - 6:00PM Check _____	To be filled out by ENOCH Staff ONLY	Subtotal
		Total from other Pages
		Total
		Minus 25% fee
		Grand Total

NAME _____
 ADDRESS _____
 CITY _____ STATE/ZIP _____
 PHONE _____ CELL PHONE (at conference) _____

I understand ENOCH of NJ is not responsible for loss or damage to materials left to be sold in the Used Curriculum Sale, nor for materials not picked up on time, nor for items which are mismarked. ENOCH of NJ reserves the right to refuse any inappropriate materials. ENOCH of NJ reserves the right to dispose of any items remaining after 6:00 PM on Saturday.

Participant's signature/date (must be signed) _____ EMAIL _____