

The Book Warehouse

AFFORDABLE BOOKS FOR EVERYONE

BOOK FAIR COMMISSION SUMMARY



School Name _____

Date Held _____

Total Sales _____

Commission Type/Rate _____

Commission taken in books \$ _____ Commission taken in cash \$ _____

Total commission earned \$ _____

Commission is calculated at the following rates:

Books – 30% of total sales

Cash – 25% of total sales

If you would like split commission by taking some books and some cash, the process is:

First total the value of the books you have chosen.

Multiply this figure by 3.

Deduct this figure from the total sales.

Your cash commission is then calculated by multiplying the balance by 25%.

EXAMPLE: Total Sales \$1000

Step 1. Books chosen total \$150 – commission value \$450
(\$150 × 3)

Step 2. Deduct \$450 from total sales of \$1000 = \$550

Step 3. 25% of \$550 = \$137.50

Step 4. Total commission = \$287.50 (books + cash)
This equates to a commission percentage of 28.75%

BREAKDOWN OF CASH AND EFTPOS SALES

Cash sales

\$ _____

Eftpos sales

\$ _____

Total sales

\$ _____

**THERE'S AN EXAMPLE OF
'WORKING OUT YOUR
BOOK FAIR COMMISSION'
ON THE NEXT PAGE**

Working out your Book Fair Commission

Example is based on:

Sales - \$1000.00
Eftpos- \$ 280.00
Cash - \$ 720.00

1. Books Only

That's easy!

Take the total sales value and multiply by 30%

Example \$1000.00 in sales

= \$300.00 in book commission

In this case using the Book Fair example the school would either send a cheque or direct deposit the full cash sale amount of \$720, as the Eftpos sales have already been sent directly to The Book Warehouse.

2. Cash Only

That's easy!

Take the total sales value and multiply by 25%

Example \$1000.00 in sales

= \$250.00 in cash commission

A. In this case using the Book Fair example the school can choose to withhold (keep) their cash commission of \$250, below applies.

Sales - \$1000.00

Eftpos - \$ 280.00

Commission - \$ 250.00

\$ 470.00 send to The Book Warehouse

B. If the school chooses to send all monies back to Book Warehouse. The Book Warehouse will send/direct deposit the commission back to the school

Sales - \$1000.00

Eftpos - \$ 280.00

\$ 720.00 send to The Book Warehouse

\$ 250.00 sent back to school

(invoice required)

3. Combined Cash & Books

That's not so easy!

Starting with total sales of \$1000.00

You've chosen \$100.00 in books and would like to take the rest in cash

Example \$1000.00 in sales

Less \$300.00 (30% commission, \$100 in books)

Balance \$700.00

\$175.00 cash commission is 25% of balance

So therefore total commission from \$1000 in sales is

\$100.00 in books

\$175.00 in cash

\$275.00 Total commission

A. In this case using the Book Fair example the school can choose to withhold (keep) their cash commission of \$175, below applies.

Sales - \$1000.00

Eftpos - \$ 280.00

\$ 720.00

less \$ 175.00 cash commission

\$ 555.00 send to The Book Warehouse

B. If the school chooses to send all monies back to The Book Warehouse. The Book Warehouse will send/direct deposit the commission back to the school

Sales - \$1000.00

Eftpos - \$ 280.00

\$ 720.00 send to The Book Warehouse