

Commission Calculation Forms



This form can only be filled out in Internet Explorer, Chrome, Firefox or a PDF reader. If completing this form in a browser, please be sure to select PRINT and change the destination to "SAVE AS PDF" and select SAVE.

School: _____
Address: _____
District: _____ Book Fair Dates: _____
Individual Completing Invoice: _____
Phone Number: _____ E-Mail Address: _____

Step 1: Calculate your Gross Receipts

Add cash, checks, and charge amounts (including sales tax if charged) from all devices. The total is your gross receipts. Do not include Book Bucks or gift certificates.

Cash + _____
plus Checks + _____
plus Charges + _____
Equals Gross Receipts = _____

Step 2: Determines Sales

Add Gross Receipts amount from step 1. Divide Gross Receipts by the tax rate.

Gross Receipts _____ ÷ (1+ _____ tax rate) = _____ Net Sales

- Your Gross Receipts equals your total cash, checks and charges, including tax
- If there is no tax charged, then put in 0 as the tax rate
- If no tax is charged, please provide a completed Tax Exempt form
- If the tax is charged, put the tax rate in decimal format. Example - a 6.75% tax rate would be .0675

EXAMPLE: a school's gross receipts equaled \$10,000 and a tax rate of 6.75% was charged.
 $\$10,000 \div 1.0675 = \9367.68 in Sales

Step 3: Determine and complete the correct form

- If your Net Sales are less than \$3000 go to Form A
- If your Net Sales are over \$3000 go to Form B

Step 4: Submit Payment

Please submit your check, payable to Bedford Falls, along with completed form within 5 days to:
Bedford Falls Book Fairs, 3301 Jones Sausage Road, Suite 111 Garner, NC 27529

FORM A - Sales under \$3,000

Sales under \$3,000 receive book commission only

School: _____

Calculate your Book commission

Net Sales (from Step 2) _____ x .40 = _____ commission in Books

This is the total retail value in books you may select from the fair.

EXAMPLE: Net Sales equal \$1500.00 x .40 = \$600.00
With this example the customer may select \$600 worth of books from the fair.

Calculate the amount due to Bedford Falls Book Fairs

Gross Receipts: _____ (from Step 1)
 Minus Charge Card Sales - _____ (from Step 1)
 Equals Amount Due = _____ **Payable to Bedford Falls Book Fairs**

Thank you for booking your fair with us! Please contact us if you have any questions.

FORM B - Sales over \$3,000

This form is for sales over \$3,000 and commission is taken as Book only, Cash only, or a combination of both Books and Cash.

School: _____

Calculate Book commission:

Net Sales (from Step 2 on page 1) _____ x .40 = _____ Maximum Book commission
Enter total retail amount of Books selected from the fair _____

Calculate % of commission received in books:

Total retail amount of Books selected from the fair _____ (from above)
Divided by Maximum Book Commission ÷ _____
Equals % of commission taken in books = _____

Calculate Cash commission

100% - _____ % of commission taken in books = _____ % of commission received in cash

Net Sales (from Step 2 on page 1) _____
Multiplied by % of commission received in cash x _____
Multiplied by 25 % x .25
= _____ Cash commission

Additional Book Commission Bonus

Are your Sales over \$8,000? You earned an additional 5% book commission Bonus on the sales amount over \$8,000.

Sales _____ - \$8,000 = _____ bonus sales commission
Bonus sales commission _____ x .05 = _____ Additional book commission

Calculate the amount due to Bedford Falls.

Gross Receipts (from Step 2 on page 1): _____
Minus Charge Card Sales (from Step 2 on page 1) - _____
Minus Book Fair Cash commission (from above) - _____
Equals Amount of Check = _____ **Payable to Bedford Falls Book Fairs**

Your Commission Earned

Book Commission _____
Additional Book Commission _____
Cash Commission _____

Thank you for booking your fair with us! Please contact us if you have any questions.