

2016 BT Used Textbook Sale

Tag Instructions

- There are nine tags per sheet separated by solid black lines.
- Make as many copies of the tag sheet as you need. Use copy paper or card stock of any color. If using colored paper, use the same color for all of your tags.
- Each item must have its own tag. Do not combine workbooks and textbooks.
- The price and seller name above the dotted line on the tag serves as a receipt to the purchaser. The bottom portion of the tag is returned to the seller with payment.
- Please **print neatly**. A black Sharpie works best. Fill out the tags **completely**, above and below the dotted line.
- Price the books in **whole dollar amounts**. Any books priced in fractions of dollars will be **rounded down** at checkout.
- The course # and course name can be found on the “ISBN and List of Textbooks” spreadsheet provided by BT in early June.
- For summer reading books, write “Summer Reading” next to the course name and leave the course number blank.
- At the bottom of the tag be sure to circle Yes or No to “Donate if does not sell?”
- ALL BOOKS MUST BE PICKED UP BY THE DESIGNATED TIME OR THEY WILL BE DONATED, REGARDLESS OF WHAT IS NOTED ON THE TAG. The pick-up time is the same time as the money pick-up.

** VERY IMPORTANT

- Secure the tag with masking or blue painter’s tape **only** to the front of the textbook at the bottom, right corner of the book. **Tape only along the top and bottom of the tag**, not on the sides.
- DO NOT USE: Strapping, packing, electrical, duct or Scotch tape. You will be asked to re-tape all tags at check in if they are not filled in correctly or you do not use the recommended tape.
- Please do not cover the price, seller name or donation election with tape. See illustrations below.

