

Manual Labeling Instructions

10% processing fee

- On outside of Book/Item, place a Small REMOVABLE 1" x 3" sticker with the following:

Your name

Name of Item or Book(s)

Grade level if appropriate

\$ Price of Item

- If you are selling items as a set (ie. Teacher's Edition, Student Text, Test Key, etc.) ***please secure all items together with 2 large rubber bands.***
- List the items on a 3"x5" index card taped on the front cover of the top item.
- Please use ***REMOVABLE Stickers/Labels***. These can be purchased at Staples or WalMart. (Avery 5436 labels work well!) The package will denote Removable versus Permanent. Another option for labeling is ***BLUE Painters Tape***.
- For Sale Proceeds, submit a Stamped Self-Addressed Envelope and a 3"x5" index card with your name, address & phone #.
- You will receive your check in 1 - 2 weeks.
- Do not include any materials that would be offensive to our Christian attendees.
- We are not responsible for lost or unlabeled items.