

Book Blast  
**Manual Labeling Instructions**  
**Additional 10% Processing Fee**

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### 1. ATTACHING LABELS

Please use 3x5 INDEX CARDS or CARDSTOCK attached with Painters Tape. **Do NOT print on regular Copy paper.** The tags WILL tear and wrinkle and bend and will cause problems.

Due to tags falling off, we also ask you do not use sticky tabs.

*It is extremely important you use the correct type of paper. We may be forced to turn down books that are not properly tagged as this causes issues at checkout.*

### 2. LABEL INFORMATION

- a. Each label will need to include the following information:
  - Your Name, first and last
  - Title of Item/Genre/Brief Description
  - Grade Level – if applicable
  - \$ Amount Charging for Item

### 3. SELLING MULTIPLE ITEMS IN A GROUP

- a. Secure items as a set by binding them together with rubber bands, twine, or by placing the items together in a box.
- b. Attach the label on the front cover of the top item, or to the top of the box.
- c. List each item on a 3x5 card and attach the card next to the label.

***\*All sales/revenue generated over \$599 are subject to a 1099 form.***

**For Additional Information Please Read Over Frequently Asked Questions.**