

Below is the current consigned inventory guidelines from UBAM June 2010.. Natasha Chatman was kind enough to FAX them to Becky Dean who was able to capture them as a PDF File.

The guidelines have been relatively recently updated and give far more details than older versions including the answers to some frequently asked questions.

Remember:

You can now prepare your inventory on OPOL using the "order type" drop down menu and selecting "inventory". You can submit the order online! The system is wonderful as the order ships with the same speed as a regular order. You will be automatically told if you are exceeding minimum allowances. If you are in your incentive period for example when you try to add the first book you will be told that you are exceeding what you can consign.

The maximum that you are automatically allowed to consign as an active experienced consultant using the online ordering is \$2,000. If you want to borrow more then you would need to contact Natasha or Tammy for permission and FAX in your order as we used to with the added delay. This is extended to experienced consultants who have regularly demonstrated that they borrow inventory and pay for it. Do not make the error that I did and just change order type from inventory to say book fair or all the books disappear from your order! Print the list first so that you can add back in and FAX!

Do you know that you no longer need a credit card to guarantee your inventory?

Do you know that you can not order sets on consigned inventory?

Do you know that what you receive may be less than you ordered? Items out of print or very low on inventory are not shipped. You need to check the invoice that is emailed to you for the retail total of books actually shipped.

Do you know that when you reconcile an inventory and a book that you received is out of stock just place one of the same cost on your reconciliation order.

If you have questions, call your Supervisor and then your consignment home office rep--- Natasha or Tammy.

CONSIGNED INVENTORY GUIDELINES Usborne Books & More

The amount of consigned inventory is limited to the amount of time the consultant has been with the company. See the chart below for more details.

<u>TIME</u>	<u>AMOUNT</u>
3 – 5 months	\$500 min - \$1000 max
6 – 11 months	\$500 min - \$1500 max
1 year +	\$500 min - \$2000 max

More than \$2000 is subject to approval.

- You must have been with the company for at least (3) three months, to be eligible for consignment.
- You are not eligible if you have had any returned checks for insufficient funds with Usborne Books & More.
- Only (1) one consigned inventory can be active or checked out at any given time.
- Consignments must be closed within (30) thirty days from the day of your event.
- Any books remaining after your first event may be used at another upcoming event, as long as the second event is within your 30 day period, or the remaining books may be returned.
- New inventory requests will **NOT** be processed on the last day of each month (Cut-off Day).

Ordering (Requesting) Consigned Inventory

- Request for consignment can be made by submitting an order through order pro. Choose **IS** as the order type, and the books will be entered at no charge
- Request may also be faxed in. Choose either **DS, BF, or IS** as the order type, print the order out, and fax or mail it to the HO. Please note on the fax, "CONSIGNMENT REQUEST".
- No credit card is required when submitting or faxing your request for consigned inventory.
- To guarantee receipt of your order by a requested date, please request consignment at least (2) two weeks before your event.
- **DO NOT order Sets (89 numbers) Supplies, or Conspiracy subscriptions with any consigned inventory order.**

E-show and E-fair Orders

- On-line orders **CAN** be combined with consignment orders. Import the e-fair, or e-show into your consignment order before printing it out, or print the page showing the total retail of the e-fair or e-show order and fax or mail that page with the other part of the consignment order, to be combined when the order is processed.

Reconciling (Paying for) Consigned Inventory

- All reconciliation orders **MUST** be faxed or mailed in with **DO NOT SHIP** written on all pages of books.
- Sales credit is given, after the order is faxed or mailed in and processed.
- Reconciling orders must be received (4) four business days before cut-off for the end of the month, to count for the month.
- Allow 2-3 business days for all orders to be processed.
- The retail value of **ALL** books in your order will be applied as payment on the retail amount of what we shipped to you.
- You **MUST** split an order into (2) two separate orders, if you have books sold and books to order at the same event. Write **DO NOT SHIP** on the order with sold books, and **TO BE SHIPPED** on the part that needs to be ordered. The (2) two orders will be considered as one order. *(on all split orders, disregard any overages order-pro shows)*
- A separate summary page is required on split orders. **DO NOT COMBINE TOTALS FROM A SPLIT ORDER ONTO (1) ONE SUMMARY PAGE.**

Returning Books

- In the box of returns, please include a list of all titles, quantity and retail value of the books being returned. Include your name, ID number, and the total retail value.
- Proper packaging, when returning or exchanging books, is essential. You've heard it said, "If the package rattles, you can be sure there is damage." Preventing damage in shipping protects your investment.
- Never use paper envelopes to ship books. This always results in damage.
- Protect and support books with cardboard cut slightly larger than the products you are shipping.
- Good packaging includes plastic bags, used wrapping paper, grocery bags, and any kind of foam.
- Never use books as a backboard for writing. This causes indentations on covers and damages the book.
- We encourage you not to place stickers on books prior to them being sold. If you need to remove stickers or clean covers, rub gently with lighter fluid or rubbing alcohol.
- Insure returns for the full retail value. This is for your protection!
- Any books returned damaged or with stickers on them will be returned to you.
- There is a 5% restocking fee with a \$10.00 minimum, on the retail value being returned. Please include your credit card information or other form of payment with returns.

For questions regarding consignment, please call:

Natasha for last names ending in **A-L**

Tammy for last names ending in **M-Z**

800-611-1655

918-663-2525 fax

Revised Jan 2010

Total Retail Sales: \$87.90
 Total Books Selected: 22
 Date: 01/01/2010

Consultant ID: A0000
 Consultant Name: Natasha/Tammy
 Consultant Phone: 800 611 1655
 PO Number: 1234
 Order Type: Home Party
 Delivery Type: N

Ship To: Natasha/Tammy
 10302 E 55th PL

Tulsa OK 74146

DO NOT SHIP
 Sold from Consignment

ISBN	Qty	Binding	Title	List	Total
523336 513297	1	P	Andie's Moon At the zoo	\$5.99	\$5.99
511401	1	BD	Animal Stencil Book	\$12.99	\$12.99
523343	1	P	Cecily's Portrait	\$5.99	\$5.99
515768	1	BD	Diggers Stencil Book	\$12.99	\$12.99
511388	1	BD	Dinosaur Stencil Book	\$12.99	\$12.99
523350	1	P	Josie Under Fire	\$5.99	\$5.99
523374 513634	1	P	Lizzie's Wish Stories of Dinosaurs	\$5.99	\$5.99
523329	1	P	Mary Ann & Miss Mozart	\$5.99	\$5.99
523367	1	P	Polly's March	\$5.99	\$5.99
511395	1	BD	Tractors and Trucks Stencil Book	\$12.99	\$12.99

In this example, "At the Zoo", and "Stories of Dinosaurs" are both OS titles, and could not be entered in Order Pro. The consultant should enter two different titles with the same price in Order Pro, and make corrections by marking out the incorrect title and ISBN.

Total Retail Sales: ~~239.42~~ 137.58
 Total Books Selected: 37
 Date: 01/01/2010
 Consultant ID: A0000
 Consultant Name: Natasha/Tammy
 Consultant Phone: 800 611 1655
 PO Number: 1234
 Order Type: Book Fair
 Delivery Type: N

Ship To: Natasha/Tammy
 10302 E 55th PL

Tulsa OK 74146

DO NOT SHIP
 Sold from Consignment

ISBN	Qty	Binding	Title	List	Total
517014	2	BD	Busy Bus	\$10.99	\$21.98
514532	2	BD	Busy Truck	\$10.99	\$21.98
132669	2	P	I Don't Want To Go To Bed!	\$4.95	\$9.90
132850	2	P	I Want My Tooth	\$4.95	\$9.90
605166	2	P	Say Please!	\$4.95	\$9.90
506360	2	BD	That's Not My Car	\$8.99	\$17.98
525057	2	BD	That's Not My Frog	\$8.99	\$17.98
524111	2	BD	That's Not My Plane	\$8.99	\$17.98
605494	2	P	When I Was a Baby (Toddler Tales)	\$4.99	\$9.98

This example is **NOT** acceptable. Only enter the titles showing, and enter the marked out titles into a separate order.

Total Retail Sales: \$546.25
 Total Books Selected: 90
 Date: 01/01/2010

Consultant ID: A0000
 Consultant Name: Natasha/Tammy
 Consultant Phone: 800 611 1655
 PO Number: 1234
 Order Type: Book Fair
 Delivery Type: N

Ship To: Natasha/Tammy
 10302 E 55th PL

Tulsa OK 74146

DO NOT SHIP
Sold from Consignment

ISBN	Qty	Binding	Title	List	Total
507909	2	P	Dogs And Puppies IL	\$5.99	\$11.98
513955	2	H	Dogs IR	\$4.99	\$9.98
513894	3	P	Sticker Dolly Dressing Dolls	\$8.99	\$26.97
508319	4	H	Story of Jesus with CD C/V	\$14.99	\$59.96
101546	4	BD	There's Mouse About House	\$10.99	\$43.96
521875	4	BD	This is My Duck	\$16.99	\$67.96
515126	4	P	Toad Makes a Road	\$6.99	\$27.96
522469	4	H	Trains IL	\$8.99	\$35.96
515430	4	H	Treasure Island CD Pack	\$9.99	\$39.96
869805	4	KT	Volcanoes Kid Kit	\$16.99	\$67.96
512538	4	H	Weather (Level 2) IR	\$4.99	\$19.96
503758	3	P	What Shall I Draw?	\$7.99	\$23.97
503437	4	P	Who Built The Pyramids? IL	\$4.99	\$19.96
501778	4	P	Who Were The Vikings? IL	\$4.95	\$19.80
516949	5	H	Who's Making That Mess?	\$9.99	\$49.95
514020	4	H	Your Body IR	\$4.99	\$19.96

In this example, \$546.25 is deducted from the consultant's consignment. The free books are not deducted, because they are being shipped. If the free books were marked as **DO NOT SHIP**, then the free book amount would also be deducted.

SUMMARY

Step 1:	Merchandise Selected at Retail:		\$546.25	(A)
Step 2:	Special Delivery Selected at Retail:		\$0.00	(B)
Step 3:	Hostess Worksheet			
	(A + B) \$546.25 (C) = Merch. Allowance		\$0.00	(D)
	Merchandise Selected		\$0.00	(E)
	Subtract (D) or (E)	-	\$0.00	
	Overage		\$0.00	(F)
	Subtotal of 1/2 price books	(G)	\$0.00	\$0.00 (H)
	Add above subtotals	(E)	\$0.00	\$0.00 (F)
	Add \$2.00 hostess fee		\$0.00	
	Subtotal	(I)	\$0.00	\$0.00 (J)
	Add S/H on (I) Total	(K)	\$0.00	
	Subtotal (K + J)			\$0.00 (L)
	Add 6.22 % tax on (J) or	(M)	\$0.00	
	Total hostess owes		\$0.00	
Step 4:	Hostess Books, Previous Hostess Booking Specials, Bonus Gift, Promo Books.			
	Totals	(N)	\$0.00	\$0.00 (O)
Step 5:	Figure Shipping & Handling			
	0.00 % * \$546.25 (A + B + I + N) =		\$0.00	(P)
	Ship Type: N			
	Min. \$5.00			
Step 6:	Figure Tax			
	Total Sales (A + B + J + O) =		\$546.25	(Q)
	Subtotal (P + Q) =		\$546.25	(R)
	If Tax Exempt Tax ID:			
	Tax Due = 6.22 % * \$546.25 (R) =		\$33.99	
Step 7:	Figure Commission			
	Commission = Total Retail Sales (A + B + F)		\$546.25	(TRS)
	\$546.25 (TRS) * 17 %		\$92.86	(U)
	\$546.25 (TRS) - \$92.86 (U) = Net Sales		\$453.39	
Step 8:	Figure Total Due			
	Add Total Sales (Q)	+	\$546.25	
	Add Shipping/Handling (P)	+	\$0.00	
	Add Tax Due	+	\$33.99	
	Number of Special Delivery Orders: 0			
	Add Special Delivery Fee	+	\$0.00	
	Subtract Commission	-	\$92.86	
	Subtract Payments/Credits	-	\$0.00	
	Total Due On Summary		\$487.38	
Step 9:		<u>Total</u>	<u>S/H</u>	<u>Tax</u>
	Book Bucks	\$0.00	\$0.00	\$0.00
	Alternate Supplies	\$0.00	N/A	\$0.00

Free Books	\$5.33	N/A	\$0.33
Awards	\$0.00	\$0.00	\$0.00

Total Due For Order \$493.04

PAYMENTS

Type	Credit Card Name	CC, Check, or Inv #	CC Exp.	Auth #	Zip	Amount
Visa						\$0.00

PLEASE NOTE: Please retain credit card slip for your records.

FREE BOOKS

Consultant ID: A0000
 Consultant Name: Natasha/Tammy
 Consultant Phone: 800 611 1655
 PO Number: 1234

Ship To Natasha/Tammy
 10302 E 55th PL

TO BE SHIPPED

Tulsa OK 74146

ISBN	Qty	Binding	Title	List	Total
510671	3	BD	Diggers Lift and Look	\$9.99	\$29.97
509064	2	H	Dinosaur, The	\$9.99	\$19.98
513955	3	H	Dogs IR	\$4.99	\$14.97
501099	2	P	Drawing Animals IL	\$8.99	\$17.98
605760	6	P	Duck in the Truck	\$7.95	\$47.70
518042	3	BD	Find the Duck	\$6.99	\$20.97
519797	3	P	First World War	\$4.99	\$14.97
605302	3	BB	Fix-it Duck	\$8.99	\$26.97
515775	4	FL	How to Knit	\$14.99	\$59.96
505179	2	H	On The Moon	\$9.99	\$19.98

Total: \$273.45

Free Book Overage: \$0.33
 Book Fair Fee: \$5.00
 Subtotal: \$5.33
 Tax Due: \$0.33
 Total Due: \$5.66

Total Retail Sales: \$458.17
 Total Books Selected: 65
 Date: 01/01/2010
 Consultant ID: A0000
 Consultant Name: Natasha/Tammy
 Consultant Phone: 800 611 1655
 PO Number: 1234
 Order Type: Home Party
 Delivery Type: N

Ship To: Natasha/Tammy
 10302 E 55th PL
 Tulsa OK 74146

DO NOT SHIP
Sold from Consignment

ISBN	Qty	Binding	Title	List	Total
506179	7	H	On The Moon	\$9.99	\$69.93
519391	4	H	Penguins IR	\$6.99	\$27.96
506216	6	JB	Pets Baby Jigsaw Book	\$9.95	\$59.70
515164	7	FC	Phonics Flashcards	\$9.99	\$69.93
520465	6	JB	Shapes Jigsaw Book	\$9.99	\$59.94
515096	7	P	Shark In The Park	\$6.99	\$48.93
503956	4	P	Silly Jokes	\$6.99	\$27.96
101577	8	BD	Squirrel's Tale, A	\$10.99	\$87.92

In this example, \$452.27 (retail) and \$170.90 (5440) is deducted from the consultant's consignment.

Consignment is NOT designed to use at Home Party's. However it may be used at a HP if you have any remaining consignment left over after your Book Fair.

SUMMARY

Step 1: Merchandise Selected at Retail: \$452.27 (A)
 Step 2: Special Delivery Selected at Retail: \$0.00 (B)
 Step 3: Hostess Worksheet
 (A + B) \$452.27 (C) = Merch. Allowance \$165.00 (D)

Merchandise Allowance (5440)

ISBN	Qty	Binding	Title	Retail	Discount
519735	4	H	Stories for Little Boys C/V	\$18.99	\$75.96
519742	4	H	Stories for Little Girls C/V	\$18.99	\$75.96
502454	1	P	Ted And Friends C/V	\$9.99	\$9.99
503635	1	BD	That's Not My Bear	\$8.99	\$8.99

DO NOT SHIP

Merchandise Selected \$170.90 (E)
 Subtract (D) or (E) \$165.00
 Overage \$5.90 (F)

Subtotal of 1/2 price books (G) \$0.00 \$0.00 (H)
 Add above subtotals (E) \$170.90 \$5.90 (F)
 Add \$2.00 hostess fee \$2.00
 Subtotal (I) \$170.90 \$7.90 (J)

Add S/H on (I) Total (K) \$13.67
 Subtotal (K + J) \$21.57 (L)
 Add 6.22 % tax on (J) or (M) \$1.34

Total hostess owes \$22.91

Step 4: Hostess Books, Previous Hostess Booking
 Specials, Bonus Gift, Promo Books.

Hostess Books (5443)

ISBN	Qty	Binding	Title	List	Total
502454	2	P	Ted And Friends C/V	\$9.99	\$6.99
503635	1	BD	That's Not My Bear	\$8.99	\$3.15
				Extra:	\$3.97

SHIP

Prev. Hostess Booking Spec. (5447)

ISBN	Qty	Binding	Title	List	Total
502454	2	P	Ted And Friends C/V	\$9.99	\$5.00

SHIP

Bonus Gift (5444)

ISBN	Qty	Binding	Title	List	Total
518615	1	BD	Wind-up Tractor Book	\$29.99	\$10.50

SHIP

Totals (N) \$78.94 \$28.21 (O)

Step 5: Figure Shipping & Handling
 8.00 % * \$702.11 (A + B + I + N) = \$56.17 (P)
 Ship Type: N
 Min. \$5.00

Step 6: Figure Tax

Total Sales (A + B + J + Q) =	\$488.38 (Q)
Subtotal (P + Q) =	\$544.55 (R)
If Tax Exempt Tax ID:	
Tax Due = 6.22 % * \$544.55 (R) =	\$33.89

Step 7: Figure Commission

Commission = Total Retail Sales (A + B + F)	\$458.17 (TRS)
\$458.17 (TRS) * 25 %	\$114.54 (U)
\$458.17 (TRS) - \$114.54 (U) = Net Sales	\$343.63

Step 8: Figure Total Due

Add Total Sales (Q)	+	\$488.38
Add Shipping/Handling (P)	+	\$56.17
Add Tax Due	+	\$33.89
Number of Special Delivery Orders: 0		
Add Special Delivery Fee	+	\$0.00
Subtract Commission	-	\$114.54
Subtract Payments/Credits	-	\$0.00
Total Due On Summary		\$463.90

Step 9:

	<u>Total</u>	<u>S/H</u>	<u>Tax</u>
Book Bucks	\$0.00	\$0.00	\$0.00
Alternate Supplies	\$0.00	N/A	\$0.00
Free Books	\$0.00	N/A	\$0.00
Awards	\$0.00	\$0.00	\$0.00
Total Due For Order			\$463.90

PAYMENTS

Type	Credit Card Name	CC, Check, or Inv #	CC Exp.	Auth #	Zip	Amount
Visa						\$0.00

PLEASE NOTE: Please retain credit card slip for your records.