



**Accounting Quick Reference Guide**  
**Club's Choice Holiday Shoppe**  
**2017**

# Planning and Preparing

## PRICING CHART

PRICE CODES	GROUP WHOLESALE COST	SERVICE PRICE FOR 0% PROFIT	SUGGESTED PRICES FOR 10% PROFIT	SUGGESTED PRICES FOR 15% PROFIT	SUGGESTED PRICES FOR 20% PROFIT
PC #16	\$0.25	\$0.25	\$0.30	\$.30	\$0.35
PC #1	\$0.50	\$0.50	\$0.55	\$.60	\$0.65
PC #2	\$1.00	\$1.00	\$1.10	\$1.15	\$1.25
PC #3	\$1.50	\$1.50	\$1.65	\$1.75	\$2.00
PC #4	\$2.00	\$2.00	\$2.25	\$2.30	\$2.50
PC #5	\$3.00	\$3.00	\$3.35	\$3.45	\$3.75
PC #6	\$4.00	\$4.00	\$4.50	\$4.60	\$5.00
PC #7	\$5.00	\$5.00	\$5.50	\$5.75	\$6.25
PC #8	\$6.00	\$6.00	\$6.75	\$6.90	\$7.50
PC #9	\$7.00	\$7.00	\$7.75	\$8.05	\$8.75
PC #10	\$8.00	\$8.00	\$9.00	\$9.20	\$10.00
PC #11	\$9.00	\$9.00	\$10.00	\$10.35	\$11.25
PC #12	\$10.00	\$10.00	\$11.00	\$11.50	\$12.50
PC #13	\$12.50	\$12.50	\$13.50	\$14.40	\$15.50

- ▶ Become familiar with the cash register. Plug it in to make sure it is working, and *you must have batteries in as a backup in case your register gets unplugged!*
- ▶ Programming Steps for your cash register will come included with your cash register when it arrives.
- ▶ Do NOT make up your own pricing, or it will be necessary for you to inventory your return products.
- ▶ If you have any questions or concerns, please contact your Holiday Shoppe Representative.

# Staying Organized

## Make Copies of Necessary Paperwork.

- ▶ Make a copy of the correct *Cashier Price Key Sheet* (pages 3 - 6). Place the correct key sheet next to the cash register.
- ▶ *Make copies of the Daily Deposit Worksheet (page 8).* Make one copy for each day of the sale.
- ▶ *Make one copy of the No-Inventory Billing Form (page 11).* At the end of the sale, complete the sheet and make another copy. Keep the copy for your records. Send the original with your check.
- ▶ **Cash Register Tape Readings:** Save the cash register tape as you go along. You will send the tape in with your paperwork at the end of the sale.
- ▶ **UPS Shipping Labels:** Request your return shipping labels at [www.holidayshopwarehouse.com](http://www.holidayshopwarehouse.com) by filling out the returns request form. *(Another option to request labels is to print and fill out the form on page 10 and email or fax it in).*

# Cashier Price Key Sheet: No Mark-Up

Price Codes	No Mark-Up
PC #16	\$0.25
PC #1	\$0.50
PC #2	\$1.00
PC #3	\$1.50
PC #4	\$2.00
PC #5	\$3.00
PC #6	\$4.00
PC #7	\$5.00
PC #8	\$6.00
PC #9	\$7.00
PC #10	\$8.00
PC #11	\$9.00
PC #12	\$10.00
PC #13	\$12.50

# Cashier Price Key Sheet: 10% Mark-Up

Price Codes	10% Profit
PC #16	\$0.30
PC #1	\$0.55
PC #2	\$1.10
PC #3	\$1.65
PC #4	\$2.25
PC #5	\$3.35
PC #6	\$4.50
PC #7	\$5.50
PC #8	\$6.75
PC #9	\$7.75
PC #10	\$9.00
PC #11	\$10.00
PC #12	\$11.00
PC #13	\$13.50

# Cashier Price Key Sheet: 15% Mark-Up

Price Codes	15% Profit
PC #16	\$0.30
PC #1	\$0.60
PC #2	\$1.15
PC #3	\$1.75
PC #4	\$2.30
PC #5	\$3.45
PC #6	\$4.60
PC #7	\$5.75
PC #8	\$6.90
PC #9	\$8.05
PC #10	\$9.20
PC #11	\$10.35
PC #12	\$11.50
PC #13	\$14.40

# Cashier Price Key Sheet: 20% Mark-Up

Price Codes	20% Profit
PC #16	\$0.35
PC #1	\$0.65
PC #2	\$1.25
PC #3	\$2.00
PC #4	\$2.50
PC #5	\$3.75
PC #6	\$5.00
PC #7	\$6.25
PC #8	\$7.50
PC #9	\$8.75
PC #10	\$10.00
PC #11	\$11.25
PC #12	\$12.50
PC #13	\$15.50

# FOR THE CASHIER

## Daily Deposit Work Sheet

DATE: \_\_\_\_\_

DAY OF SALE (Circle One) 1 2 3 4 5

At the start of each day turn the register key to [X] position and press the [TOTAL KEY] and enter that amount on line 2 below. At the end of the day repeat this process and enter that total on line 1 below. Attach beginning of day and ending of day [X] reports to this sheet.

<b>1</b>	X TOTAL [ST] AT THE END OF THE DAY	\$ 3,250.75
<b>2</b>	X TOTAL [ST] AT THE BEGINNING OF THE DAY	\$ (1,825.95)
<b>3</b>	SUBTRACT LINE 2 FROM LINE 1 = SALES FOR THE DAY	\$ 1,424.80

### MONEY IN THE CASH REGISTER

<b>A</b>	TOTAL AMOUNT OF ALL CHECKS	\$ 630.00
<b>B</b>	TOTAL AMOUNT OF ALL COINS	\$ 13.80
<b>C</b>	\$50.00 dollar bills _____ x \$50.00 =	
<b>D</b>	\$20.00 dollar bills -- <u>12</u> x \$20.00 =	\$ 240.00
<b>E</b>	\$10.00 dollar bills -- <u>32</u> x \$10.00 =	\$ 320.00
<b>F</b>	\$5.00 dollar bills -- <u>44</u> x \$ 5.00 =	\$ 220.00
<b>G</b>	\$1.00 dollar bills -- <u>76</u> x \$ 1.00 =	\$ 76.00
<b>H</b>	Club's Bucks <u>25</u> x \$ 1.00 =	\$ 25.00
<b>4</b>	TOTAL OF THE ABOVE (Add amounts in A thru H above)	\$ 1,524.80
<b>5</b>	ENTER AMOUNT OF CASH YOU BEGAN WITH	\$ (100.00)
<b>6</b>	MONEY FROM TODAY'S SALES (Subtract Line 5 from Line 4)	\$ 1,424.80
<b>7</b>	CASH REGISTER (SHORT) or LONG (Subtract Line 6 from Line 3)	\$ 0.00



# FOR THE CASHIER

## Daily Deposit Work Sheet

DATE: \_\_\_\_\_

DAY OF SALE (Circle One) 1 2 3 4 5

At the start of each day turn the register key to [X] position and press the [TOTAL KEY] and enter that amount on line 2 below. At the end of the day repeat this process and enter that total on line 1 below. Attach beginning of day and ending of day [X] reports to this sheet.

<b>1</b>	X TOTAL [ST] AT THE END OF THE DAY	\$
<b>2</b>	X TOTAL [ST] AT THE BEGINNING OF THE DAY	\$
<b>3</b>	SUBTRACT LINE 2 FROM LINE 1 = SALES FOR THE DAY	\$

## MONEY IN THE CASH REGISTER

<b>A</b>	TOTAL AMOUNT OF ALL CHECKS	\$
<b>B</b>	TOTAL AMOUNT OF ALL COINS	\$
<b>C</b>	\$50.00 dollar bills -- _____ x \$50.00 =	\$
<b>D</b>	\$20.00 dollar bills -- _____ x \$20.00 =	\$
<b>E</b>	\$10.00 dollar bills -- _____ x \$10.00 =	\$
<b>F</b>	\$ 5.00 dollar bills -- _____ x \$ 5.00 =	\$
<b>G</b>	\$ 1.00 dollar bills -- _____ x \$ 1.00 =	\$
<b>H</b>	Club's Bucks -- _____ x \$ 1.00 =	\$
<b>4</b>	TOTAL OF THE ABOVE (Add amounts in A thru H above)	\$
<b>5</b>	ENTER AMOUNT OF CASH YOU BEGAN WITH	\$
<b>6</b>	MONEY FROM TODAY'S SALES (Subtract Line 5 from Line 4)	\$
<b>7</b>	CASH REGISTER (SHORT) or LONG (Subtract Line 6 from Line 3)	\$

# AT THE END OF THE SALE

1. Pack up leftover merchandise back into white boxes. Use as few boxes as possible. **DO NOT SEND PAYMENT WITH RETURNING MERCHANDISE!**
2. Ship cash register back in its original box, NOT with merchandise.
3. Request your return shipping labels at [www.holidayshopwarehouse.com](http://www.holidayshopwarehouse.com) by filling out the returns request form. *(Another option to request labels is to print and fill out the form on page 10 and email or fax it in).* After receiving and placing labels on your boxes, tell your secretary to let UPS know they have a pickup the next time they visit your school.
4. Fill out the: ***NO INVENTORY BILLING SHEET (page 11).***
5. Write a check for the total amount due on the ***NO INVENTORY BILLING SHEET.***
6. Make check payable to Club's Choice Holiday Shoppe.
7. **Mail the check and paper work (see below) to:**  
Club's Choice Holiday Shoppe  
P.O. Box 307  
Eau Claire, WI 54702

***\*\*\*Paper Work to be included with check are the No Inventory Billing Forms, Cashier Daily Deposit Work Sheets, and the Daily Cash Register Tape Readings.\*\*\****

# REQUEST FOR UPS LABELS

OUR SHOPPE IS FINISHED & WE'RE READY TO HAVE OUR LEFTOVER ITEMS PICKED UP BY UPS. EMAIL US THE UPS PREPAID CALL TAGS TODAY & WE'LL PUT THEM ON THE BOXES.

SCHOOL NAME: \_\_\_\_\_ STATE: \_\_\_\_\_

CHAIRPERSON NAME: \_\_\_\_\_

CHAIRPERSON PHONE: \_\_\_\_\_

EMAIL ADDRESS TO SEND THE PREPAID UPS CALL TAGS:

\_\_\_\_\_

WE NEED \_\_\_\_\_ UPS CALL TAGS (1 PER BOX).

WE UNDERSTAND THERE IS NO CHARGE TO OUR GROUP. WE MAY EITHER LEAVE THE LABELED BOXES IN OUR SCHOOL OFFICE OR TAKE THEM TO ANY UPS STORE.

EMAIL OR FAX THIS SHEET TO: **CUSTSERV@CHOICE-PRODUCTS.COM**

**OR 1.715.834.2634** & WE WILL EMAIL YOU THE TAGS TODAY.

School Name

Chairperson Name

Chairperson Phone

Address

City, State & Zip


**NO INVENTORY**  
 Pay for what you sell!  
**Billing Form**

TOTAL SALES DAY 1

TOTAL SALES DAY 2

TOTAL SALES DAY 3

TOTAL SALES DAY 4

TOTAL SALES DAY 5

TOTAL SALES DAY 6

TOTAL SALES DAY 7

TOTAL FOR ALL SALES

SUBTRACT HOLIDAY BUCKS

SUB TOTAL AMOUNT

SUBTRACT MARK-UP (if applicable)

NET AMOUNT DUE


**\*You are no longer required to count any merchandise IN or OUT** provided you complete the daily deposit work sheets, attach them to this form, and **pay your bill within 24 hours of completion of your sale.**

If Daily Deposit Slips are not used or this billing form and payment is not ready within 24 hours of completion of your sale, all returned product must be counted by your group.

Return counts will be verified by our warehouse staff.

**Please attach Daily Deposit Worksheet**

