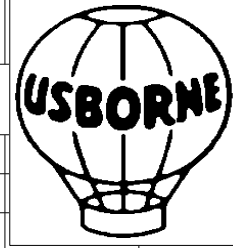


# Usborne Books

## At Home



Welcome to Debby McConnell's Spreadsheet Order Package for Microsoft Excel 5.0. If you have a previous version of Excel or are working in either MS Works or Lotus 1-2-3, please call 800-727-1195 x55 or e-mail [debbymac@aol.com](mailto:debbymac@aol.com) for replacement files.

**Important Note:** The first time you open the various files, just insert your name, address, phone and consultant # where needed. Then select "Save As" from the file menu. Type in "Mystart.xls" or ("Myforms.xls and "Mymisc.xls") to keep a master with your info on it.

**Tax Rates:** You will have to change the tax rate to your local one; both in the text area (I have put in ????) to remind you) and also in the formula. Save it as shown above as a master file.

**1. First things first** - get all your customer and hostess order forms ready. Grab a cup of coffee or cocoa and get started. **Close the office door and relax for a second.**

Click on the **"Re-Cap"** tab below and enter the appropriate info for each customer. Since there are many variations in tax rates, whether you charged S/H, etc - please fill out these manually. The totals will be done for you. Count the number of books each customer orders.

Depending on the total number of books ordered, you will use either the...

# of Books	Form to Use	File Name
20	- mini-summary form	(mini_shl)
58	- 3 page summary form	(summ_3pg)
95	- 4 page summary form	(summ_4pg)

Each form is totally self contained and includes the summary page with all calculations done automatically. Just open the correct file and start

Start-Up (2)

	entering information, using either the <b>TAB</b> key & arrows or the move to move to the correct cell. Where information needs to be added in some of the text lines, just move to that cell and the line will appear up below the menu bar.	
	Use the mouse to move ( <i>in that upper area - not on the actual spreadsheet</i> ) to the place needing info or correction, and either backspace or type over.	
	<b>2. Hostess Order</b> - Click on the "Host_Ord" tab below and fill in all the information:	
	(Use the tab key or the mouse to move to the proper column.)	
	List all the free " <i>merchandise credit</i> " books on this form (do not transfer these same titles to the summary page or you will get duplicates!)	
	Scroll towards the bottom and fill in the merch. allow figure. Since there several combinations with date credit, etc. you will have to figure this out and enter it in yourself. (Example: '\$20 + \$5 date credit) Typing the single apostrophe before the sentence will negate the plus sign and keep it as written.	
	<b>3. Do you have charges that need to be authorized?</b>	
	For a single charge, click on the " <b>Cust_Ord</b> " tab below and fill it out just like the paper form. Titles and \$\$ info is not that important but the charge card area is. Make sure to call the authorization agency phone number listed on the red sheet in last month's newsletter. Put down the number they give you under <b>Auth No.</b>	
	For multiple charges, click on the " <b>Cdt_Auth</b> " tab below and fill in all information. Note the total charges down so you can include this figure on the summary page of the order forms. Remember to include the authorization numbers - you can get multiple authorizations by following the directions on the phone.	
	<b>4. Special Delivery Orders:</b> Fill these out completely, listing all titles and prices. <i>Do not re-list these on the summary order form.</i> Manually enter the \$2.50 for the delivery charge, and remember to add it in again on the summary page - \$2.50 per special delivery order.	
	<b>5. Other Info:</b>	
	<b>PO Numbers</b> - Since you are now computerized, you will have to give each order your own PO number. Any numbering system will do, but a good one is : Year/Month/# Order for that Month. So the second order placed in January	

Start-Up (2)

	next year would be:	<b>960102</b>	That way, orders can be easily filed numerically				
	and will also be in date order. There is a spot on each form for that number, so						
	please include it to make Tulsa's work easier!						
	<b>Printing/Faxing</b> - Definitely save a hard copy of the order for your records!						
	But, one advantage to doing the forms on computer is the ability to fax directly						
	to Tulsa (if you have a fax/modem setup). The orders come out crisp and clear.						
	<b>Misc Other Forms</b> - These are included to help make everything easier for you.						
	I'll send out updates when the new supply order form comes out.						
		November Supply Order Forms					
		25% and 50% Book Fair Order Forms					
<hr/>							
	<b>OKAY - Go for it!</b>						
	Any problems with the files, please contact Debby McConnell at 1-800-727-1105 x55						
	or - e-mail <a href="mailto:debbymac@aol.com">debbymac@aol.com</a>						
	If you like this system and it makes your life easier, a donation of \$10 would be greatly appreciated!						



# Usborne Books at Home

## Show Re-cap Sheet

Show/Hostess Name:

Date:

Customer Name	Retail Total	S/H	Tax	Total Amount	# of Books	Check	Cash
Dee Dum-Dum	19.95	1.20	0.95	22.10	2	X	
Tra La-La	56.30	3.38	2.69	62.36	5	X	
Ha Giggle	49.95	3.00	2.38	55.33	8		
Hostess Books							
1/2 Price	12.95	1.55	0.58	15.08			
Totals	<b>\$139.15</b>	9.12	6.60	<b>\$154.87</b>	15		
Notes:	Wants whole order charged to her credit card						



USBORNE BOOKS AT HOME		HOSTESS ORDER FORM			
<b>Hostess Name:</b>	Holly Hostess	<b>PO #:</b>	000001		
<b>Address:</b>	1234 Street Dr				
<b>City/State/Zip:</b>	Anywhere, VA 00923				
<b>Phone:</b>		<b>Show Date:</b>	10/1/1995		
<b>Consultant:</b>	Cathy Consultant	<b>ID#:</b>	C-0123		
<b>Title</b>	<b>Item #</b>	<b>Qty</b>	<b>Price</b>	<b>Amount</b>	
Read It Yourself Stories	023138	1	14.95	14.95	
		0	0.00		
1. Transfer #1 to D on Summary Order Form		<b>Merchandise Cost</b>		\$14.95	
2. Subtract merchandise allowance earned or cost, whichever is less				14.95	
3. Subtotal - If overage, transfer to E on Summary Order Form					
4. Add 6% S/H on line #1				0.90	
5. Special Delivery Charge, add \$2.50					
6. Subtotal for tax - Add 3 + 4 + 5				0.90	
7. Add ????% State Sales Tax				0.04	
8. Add 6 + 7			<b>Total Due</b>	<b>\$0.94</b>	
<b>\$139.15</b>	=	\$15 + \$5 date credit = \$20			
Total Customer Sales		Merchandise Allowance Credit Earned (refer to Credit Chart)			
This is the XXX 1st ___ 2nd ___ 3rd booking off of:		<b>Heather Hostess</b> (Previous Hostess)			
<b>Credit Card Information</b>					
___ Disc ___ MC XXX VISA					
<b>Card # : 1234-1234-1234-1234</b>					
<b>Exp Date: Jan-96</b>			<b>Amt Paid:</b>	<b>\$159.65</b>	
<b>Name: Sally Sale</b>					
(Order faxed, keep signature on file for reference)					
<b>Authorization: 12394</b>					
<b>Special Delivery Information</b>					
Ship to Name					
Address					

City/State/Zip					
Phone Number					

USBORNE BOOKS AT HOME		CUSTOMER ORDER FORM			
<b>Name:</b>	Carol Customer	<b>Include with PO#:</b>	000001		
<b>Address:</b>	1299 Lane Street	<b>Phone:</b>	(414) 555-1234		
<b>City/State/Zip:</b>	Anytime, USA 98776				
<b>Hostess Name:</b>	Holly Hostess	<b>Show Date:</b>	1/6/1995		
<b>Consultant:</b>	Cathy Consultant	<b>ID#:</b>	C-0123		
Title	Item #	Qty	Price	Amount	
Games & Puzzles	020597	1	12.95	12.95	
Use this to figure "total customer sales" on hostess order form			A Total	12.95	
Customer Specials					
Let's Talk	890707	1	11.75	11.75	
			B Total	\$11.75	
		1. Subtotal A + B		\$24.70	
		2. Add 6% S/H		\$1.48	
		3. Special Delivery Charge		\$2.50	
		4. Subtotal for Tax		\$28.68	
		5. Sales Tax 4.5% of #4		\$1.29	
		<b>6. Total Due</b>		<b>\$29.97</b>	
<b>Credit Card Information</b>					
___ Disc ___ MC ___ VISA ___					
<b>Card #:</b>					
<b>Name:</b>					
<b>Exp Date:</b>		<b>Amount Paid \$:</b>			
(Order faxed, keep signature on file for reference)					
<b>Authorization:</b>					
<b>Special Delivery Information</b>					
Ship to Name	Mother-In-Law Gift				
Address	1123 Comfort Lane				



City/State/Zip	<b>Hometown, USA 23445</b>			
Phone Number	<b>(606) 555-1987</b>			











# SUMMARY

<b>#1</b>	<b>Merchandise Selected at Retail</b>		102.90	(A)		<b>#6</b>	<b>Taxable Sales (A+B+E+G)</b>		168.30	(M)
<b>#2</b>	<b>Spec. Del. Merch. Selected at Retail</b>		24.70	(B)		<b>#7</b>	<b>Shipping/Handling - \$3.00 Minimum</b>			
	(Attach blue copy to top left of form)						\$210.80	(A+B+D+L)	X	0.06
										12.65
<b>#3</b>	<b>Hostess Order</b>	(Attach green form to top left)					Subtotal			180.95
	\$139.15	=		20.00	(C)					
	Total Customer Sales (A + B)		Merchandise Allowance			<b>#8</b>	<b>Sales Tax:</b>	Depending on your state tax laws, use one		
	Merchandise Cost (from green form)		22.85	(D)			of the following methods to compute sales tax.			
	Over Due (If D > C)		2.85	(E)			Tax Due - Method I			
<b>#4</b>	<b>Total Commission</b>							4.5% X N		8.14
	\$130.45	x	0.25	=	32.61	(F)		Tax Due - Method II		
	(A + B + E)		(From front)					???% X M		0.00
								Or Tax Exempt #		
	<b>Title</b>	<b>Item#</b>	<b>Qty</b>	<b>Retail</b>	<b>Disc</b>	<b>#9</b>	<b>Figuring Total Due</b>			
	Hostess Books (25%)-5443						Add (M)			168.30
	Several 25% books		2	12.95	6.48		Add S/H - Minimum \$3.00			12.65
	Overage on 25% books		1	0.90	0.23		Add Tax Due (I)			8.14
			0		0.00		Add \$2.50 per Special Delivery Order			
			0		0.00		Subtract Commissions (F)			32.61
			0		0.00		Subtract Credit Statements (Attach Invoice)			
	1/2 Price Books (50%)-5445		0				Subtract Fund Raiser Cash Disc (5457)			
	Several 1/2 price books		2	12.95	12.95		Subtract Credit Card Payments			154.87
	Overage on 1/2 price		1	0.90	0.45		(Attach charge slips - with authorization #s)			
			0		0.00		<b>Total Due</b>			\$1.61
			0		0.00					
	Booking Spec (\$20-\$5)-5443		0	19.90	5.00	<b>#10</b>	<b>Method of Payment - Check One</b>			
	Booking special books	0123045	1				___ Disc ___ MC ___ VISA ___ M/O ___ Check # ___			
		0009823	1				Card #			
			0				Exp Date:		Amount Paid \$	
	Bonus Gift (25%)-5444		0		0.00		Name:			
			0				(Order faxed, signature on file)			
	Promo Books-5446		0				Authorization:			
			0		0.00					
			0		0.00					
	Customer Specials-5451		0		0.00		<b>Usborne Books at Home</b> <b>P.O. Box 470663</b> <b>Tulsa, OK 74147-0663</b> <b>1-800-611-1655</b>			
	Story Time	0890703	1	12.75	12.75					
			0		0.00					
			0		0.00					

		0	0.00		<b>Fax: 1-800-611-0225</b>			
		0	0.00					
Spec Del-Cust Spec 890045		0						
	<b>Totals</b>		<b>60.35</b>	<b>37.85</b>	<b>Consultant:</b>			
			(L)	(G)	<b>ID # :</b>			
<b>Hostess:</b>			<b>Page 2 of 2</b>		<b>PO:</b>			