



Book Tokens Ltd
 6 Bell Yard
 London, WC2A 2JR
 e-mail: accounts@booktokens.co.uk

Reg No. 379411
 Tel: 0207 421 4640

BOOKSELLERS' EXCHANGES REPORT FORM

Account Number:
 Name:
 Bookshop:
 Address:
 Post Code:

When completed, keep the top half as your copy and send your exchanges, with the completed slip below, back to Book Tokens using a secure carrier.

Please use black ink throughout and ensure you keep a copy for your records.

You will find some guidance notes overleaf.

When sending from Ireland and Northern Ireland to the UK, please complete the custom form as below:

- Use commodity code 49119900 (this is for printed matter)
- Write in the description: "Redeemed Book Token vouchers of no commercial value"

FOR INCLUSION IN YOUR MONTHLY STATEMENT, PLEASE RETURN BY 25th OF REPORTING MONTH.

YOUR EXCHANGES (For your records only)

UK Series	Quantity returned to Book Tokens	Value of exchanges		Irish Scheme Euro	Quantity returned to Book Tokens	Value of exchanges		Irish Scheme Irish Punts	Quantity returned to Book Tokens	Value of exchanges	
		£	p								
£0.20				€ 2				IR€1			
£0.25				€ 5				IR€5			
£0.50				€ 10				IR€10			
£1.00				€ 20				IR€20			
£2.00				€ 30							
£5.00											
£10.00											
£20.00											
£25.00											
Total Value Sterling				Total Value Euros				Total Value Punts			

Please cut along the dotted line and return to Book Tokens Ltd with your exchanges

Bookseller's report form to BOOK TOKENS LIMITED,
 6 Bell Yard, LONDON, WC2A 2JR

- Please complete the Summary Boxes on the right.
- Please use black ink throughout & write your figures clearly inside the boxes

A/C

Account Number:
 Name:
 Bookshop:
 Address:
 Post Code:

TOTAL EXCHANGES

£

€

£IR

I certify that the information I have given is correct

Signed:

Name (please print):.....

Month Ending

Example (MM/YY)
 (04/09)

Guidance Notes Exchanges

To ensure inclusion on your monthly statement, exchanges must be received by Book Tokens Ltd by the 25th of each month

If you would like to leave the counting of your redeemed Book Tokens solely to Book Tokens Ltd, simply fill in your details, sign and return this form with your exchanges

If, however, you prefer to count the redeemed Book Tokens yourself, please complete all sections overleaf and then send the completed form back to us, together with any supporting exchanges

You can send your exchanges back to us with this form any time you want – and as often as you like

Please use a secure carrier to return your exchanges to us. Getting your exchanged Book Tokens safely back to Book Tokens Ltd is **your responsibility**.

When sending from Ireland and Northern Ireland to the UK, please follow the instructions below to help you complete the custom documents:

- **Use commodity code 49119900 (this is for printed matter)**
- **Write in the description: “Redeemed Book Token vouchers of no commercial value”**

Please make sure to retain the counterfoils of all paper vouchers (that have them) for your records.

Settlement will be made on a monthly basis

Monies due to you from Book Tokens, will be made by BACS (if we have received your bank details) within 28 days of the end of your statement date

Monies due **from you** to Book Tokens, will be required by BACS (or cheque) within 28 days of the end of your statement date, unless otherwise advised or agreed in writing from Book Tokens Ltd

All transactions involving Book Tokens are governed by the current Rules of Book Tokens Ltd

A 1% service charge (plus VAT at the prevailing rate, if applicable) will be raised with respect to all vouchers exchanged