Basic New Bookshop Info

We have compiled some information that you may find useful when opening a new bookshop. The list is not exhaustive so if you find something missing or unanswered please contact us and we will endeavour to find out.

1.   Counter

a.   Depth front to back 70cm minimum.

b.   Width wide enough to accommodate EPOS kit (approx. 60cm minimum but best if at least 70cm). The credit card machine will need to be located next to the EPOS kit, so allow extra width for that. The wider the counter the better – space is always at a premium.

c.   Allow extra width for customers placing books, counter displays etc.

d.   Eight plug sockets for EPOS kit and credit card machines. This should be for each computer installation, if you are going to have more than one PC.

e.   Slot for cash drawer directly under where monitor and keyboard will go.
Width 42cm
Height 12cm
Depth 45cm

f.   Hole through counter and all shelves of a least 40mm to accommodate cables.

g.   Shelves to accommodate office printer (approx. size width 33cm, depth 22cm, height 18cm); and PC (approx. size width 10cm, depth 40cm, height 32cm). PC may be larger or smaller than this depending on model used.

2. Internet

a.   Router located near or beneath counter. Internet cables have to run to PC and card machine. Wireless internet is not a standard for desktop PCs.

3. Book Shelves
Adjustable to cope with different heights
Padding boxes
Acrylic stands for books

The following link may be useful for sourcing acrylic stands:
http://www.gresswell.co.uk/zig-zag-display-shelves.html

4. How Many Books?
80cm shelf with no face outs = approx. 30 books

80cm shelf with 2 face outs = approx. 25 books
170cm average highest shelf to place books on
30cm depth
6 shelves on average

5. Credit Card Machine
* Apply for this as far in advance as possible, but at least 3 weeks before opening.
* Usually connects to network, so no need for separate phone line.

The following is a link to a comparison website:
https://www.companeo.co.uk/merchant-services/expressquote

6. Float
a.   £100, in a mix of notes and coins. More coins if you are going to open without a card machine.

7. Standard Address Number (SAN/GLN)
a.   A SAN/GLN is essential for dealing electronically within the book trade. SANs can be applied for directly from Nielsen (http://www.san.nielsenbook.co.uk) and costs £54 plus VAT. Booksellers Association members should apply via the BA where the cost will be £45 plus VAT. SANs will be required at least a week before opening to ensure correct set up and are essential then dealing with suppliers via Batch, Pubeasy, etc.

8. VAT Number (UK shops)
Details of how to get a VAT number and whether one is required for your shop can be found at the following website: https://www.gov.uk/vat-registration

9. PubEasy
a.   Will require a SAN but gives information about who currently stocks any given title: http://beta.pubeasy.com/registration/new. This service is free.

10. Batch Payments and Returns
All BatchLine users must be registered on Batch in order to pay their subscriptions. Full Payments and Returns accounts allow for electronic integration of the returns process and the use of invoices for goods in. Fill in the Contact us form to register: https://www.batch.co.uk/web/home
Once you have a Batch login, we can automate either process within BatchLine.

....

Other resources:
Visit the Batch website for more information about BatchLine, plus the free Payments and Returns services.
BatchLine
BatchLine FAQs
Batch Payments
Batch Returns

Standard BatchLine kit listing for standard and touchscreen monitors:

Contact for all queries: mail@batch.co.uk

www.batch.co.uk