

Basic New Bookshop Info

We have compiled some information 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 700 mm (2ft) minimum
- b. Width wide enough to accommodate EPOS Kit (approx. 600mm minimum but best if at least 700mm). Credit Card Machine will need to be located next to EPOS kit so extra width for that. **The wider the counter the better, space is always at a premium see c. below**
- c. 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
 - i. Width 420 mm
 - ii. Height 120 mm
 - iii. Depth 450 mm
- f. Hole through counter and all shelves of a least 40mm to accommodate cables. We will generally have a hole saw and drill to do this as part of the setup of the computer equipment.
- g. Shelves to accommodate office printer (Width 331mm, Depth 215mm, Height 178mm), PC Width 100mm, 400mm, Height 320 (worst case – PC may be smaller than this depending on model)

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

- a. Adjustable to cope with different heights
- b. Padding boxes from BA
- c. Acrylic Stands for Books (we can supply)
- d. Picture flats – how to display as they are not standard size

The following links may be useful for sourcing acrylic type stand

- a. <http://www.gresswell.co.uk/zig-zag-display-shelves.html>
- b. <https://www.bookspaceforschools.co.uk/school-library-furniture/zig-zag-book-display>

4. How many books?

- a. 800 mm shelf with no face outs (approx 30 books)
- b. 800mm shelf with 2 face outs (approx 25 books)
- c. 1690mm average highest shelf to place books on
- d. 300mm depth?
- e. 6 shelves on average

5. Credit Card Machine

- a. Apply for as much advance as possible (at least 3 weeks but more if possible)

- b. Usually connects to network so no need for separate phone line
- c. The following is a link to a 'comparison' website

https://www.companeo.co.uk/merchant-services/express-quote/media/640_0417?qcp=UKGOOEQUMerchantServices640SEACardTerminalsNATCardMachine640MTATXTLPSRBLGB&mkwid=sB4Wq0DyF|pcrid|219892436814|pkw|card%20machines%20uk|pmt|b|pdv|c|slid|B4Wq0DyF|&gclid=CjwKCAjwj8bPBRBiEiwASIFLFX8VV7y3iJcoHwOpKgeafsA2r6IWF5zcwMxl8Lv9pHe1Nr2bfzrRnxoCEVAQAvD_BwE#0

6. Float

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

7. Shop Address Number (SAN/GLN).

- a. Essential for dealing electronically with the Book Trade. Can be applied for here :<http://www.san.nielsenbook.co.uk/controller.php?page=945> and costs £48 plus VAT. This will be required at least a week before opening to ensure correct set up and will be needed for dealing with other suppliers, Batch, Pubeasy etc

8. VAT No

Details of how to get a VAT Number and whether it 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 and can be accessed through Bertline. This can be applied for here: <http://beta.pubeasy.com/registration/new> . This service is free.

10. Batch

Batch is part of the Book Sellers Association and from a Bertline point of view is very useful for electronic integration of the returns process and use of invoices for goods in. To use these processes you must first register with Batch.

Follow this link to register: <http://batch.co.uk/web/getting-started>

Most shops will sign up for the returns process but the invoicing process is an individual option so contact Batch if you are unsure.

Once you have a Batch login, let Bertline know and we will request a login for Bertline that will automate either process within Bertline