



## Back to the Basics

Sometimes it's easy to forget the basics. I know I have. Each month we put together a Timely Trading based on some nuance of trade that we feel will let the average member become a better trader. But what about those obvious things that you were told about when you joined, but now sometimes forget?

1. ***Sellers:*** Collect sales tax in cash. Be sure not to add the sales tax amount when figuring the barter total.
2. ***Identify yourself as an MBE member first, except at restaurants where this is unnecessary.*** This courtesy will assure the buyer that the seller is, in fact, in a selling position. Usually, it's best to speak with the contact listed in your directory, because this person will be best prepared to deal with the MBE voucher.
3. ***Sellers: Send in your vouchers within 7 days.*** Vouchers received by MBE which are weeks or months old can make for a paperwork nightmare for the buyers and if the buyer is no longer an MBE member, or does not have trade to cover the purchase, you may not receive credit and the voucher may be returned.
4. ***Know what MBE SCRIP is.*** It's a five dollar bill without Abe Lincoln's picture. It's like a gift certificate that is spendable at member businesses listed in the MBE SCRIP Directory. Feel free to accept MBE SCRIP. Do NOT give change. Collect sales tax in cash. Seller must send the SCRIP to MBE within 7 days for credit.
5. ***Paying your cash bill to MBE assures you that our employees can broker for you instead of chasing delinquent cash.*** Also, you will avoid the embarrassment of being denied authorization when you make a purchase.
6. ***Sellers (not restaurants): Be sure to call MBE for an authorization number on any sale over \$50.00.*** If it's after regular business hours, we recommend getting a signed charge card slip, which can be destroyed after MBE authorization is given. Remember, if you sell to a deadbeat with no trade in his or her account, or with delinquent cash, your profit/loss statement will suffer.
7. ***Do not spend over your account balance without making special arrangements with MBE.***
8. ***Inter-city trading (with other exchanges) is subject to a 5% cash surcharge.*** Items placed in MBE inventory are charged a 10% non-refundable trade stocking fee.
9. ***Remember, if you don't see the goods or services you are looking for in the MBE directory, call us anyway.*** We may have just signed a new member, a one-time trade with a non-member can be arranged, or we may be able to find a source.
10. ***Complete or update our 'Wants & Needs' checklist so that we can help you find the items you need on trade.*** Call if you would like a checklist sent or faxed to you.