

# BOOKS INC. CONSIGNMENT PROGRAM

## *The West's Oldest Independent Bookseller*

Thank you for considering Books Inc. for placement of your book. We are approached many times each week and have developed the following consignment program. Each Books Inc. location makes their own decisions on consignment titles. Acceptance in one store does not guarantee acceptance in another. Each store is different in many ways; size, shelf space, clientele and community. Therefore, our inventory in each store is different and not every book will work in every store. Many factors influence our decisions on whether to carry a title. We consider subject, retail price, our judgment of the writing and editing and an author's personal plan for marketing. Production quality must be equal to industry standards. Most importantly we need to determine whether we think it will sell in our store.

Due to the volume of business at the store and staff scheduling hours, there most likely will not be someone available to meet with you about your book. We prefer interested consignors to follow these steps.

- **Complete the attached application form and submit with a review copy of the book.**
- **If you want the review copy returned, it must also include a self-addressed stamped envelope.**
- **You will be contacted within 14 days via email regarding our decision.**
- **We ask authors and/or their representatives to be respectful to all booksellers with whom they meet. If we decline to carry a book, it is not a reflection on the author/book, it is merely a business decision in what we feel works best for our store.**

**If a decision is made to carry the book, the following are the terms of our Consignment Agreement.**

**1) Mandatory non-refundable, handling fee of \$30 will be due along with a signed Consignment Agreement. Consignment will include:**

- Store Placement in a section we deem appropriate.
- Book added to our website inventory.
- If your book has already been accepted in another Books Inc. location, that fee will be reduced to \$10.

**2) Terms are 50% to seller and 50% to Books Inc.**

**3) Books will be carried for 90 days -- after that time a decision will be made whether we will continue to carry the title or will return it. We have a limited amount of shelf space so time spent in the local author section will depend on the volume of new submissions, and the sales of your book.**

**4) When we feel it is warranted, we will contact you to pick up your unsold books. We will not be responsible for the return of shelf copies if they are not picked up within 15 days of notification. After that time, the book(s) become the property of Books Inc. and will be donated at our discretion.**

**5) Payments will be made by check from the Books Inc. Office at the end of every calendar quarter.**

### **SUGGESTIONS FOR A SUCCESSFUL CONSIGNMENT**

- Encourage your family and friends to purchase your book at Books Inc.
- Send out press releases, review copies and other promotional materials to generate interest
- Get involved with community book clubs, libraries, and other community organizations.
- If you have a website or social media page – link to [www.booksinc.net](http://www.booksinc.net) to buy the book
- Greater success comes from a wide array of author-coordinated promotion.

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**Note on Author Events:** A decision to carry your book does not guarantee an author event. Our author event dates and times are limited and we only schedule events what we feel will be successful for both the author and Books Inc. Once your book is placed in the store, you may contact the event coordinator in the store to discuss event possibilities. We book events 6-8 weeks in advance. We include them in our print newsletter (315,000 distribution), include on [www.booksinc.net](http://www.booksinc.net) event calendar, submit to several online event calendars and do social media posting and store display with a poster. We work hard to make all events successful. However, that alone will not always guarantee a successful event. Author participation in event promotion, such as the above suggestions for a successful consignment, is necessary.

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**CONSIGNMENT REQUEST**

Complete this form and mail or drop off at the store - include a review copy of the book.  
If you want the review copy returned, it must also include a self-addressed stamped envelope.  
You will be contacted within 14 days via email regarding our decision.

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**BOOK INFORMATION**

Title \_\_\_\_\_

ISBN-13 \_\_\_\_\_ Retail Price \_\_\_\_\_

Subject \_\_\_\_\_ Binding \_\_\_\_\_

**WHEN PUBLISHERS SELL TO BOOKSELLERS, THEY USUALLY OUTLINE PROMOTIONAL PLANS FOR THE BOOK.  
PLEASE OUTLINE ANY PLANS THAT YOU MAY HAVE TO PROMOTE.**

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For Books Inc. Use:.....

Store \_\_\_\_\_

Reviewed by \_\_\_\_\_

Approval Date \_\_\_\_\_