

# BOOKWORKS

## Consignment Policies

Bookworks splits the SALE PRICE (not the proceeds) of every consignment book 60/40, with the author receiving 60% and Bookworks receiving 40%. **The basic handling fee for consignment books is \$25**, which includes shipping for returned product. Bookworks will take 3 copies of the book initially. Bookworks agrees to display consigned books for 3 months. During that period, Bookworks may contact the consignor to request additional quantities for sales, and/or to pay the consignor for items already sold. Bookworks will send any unsold books and any payment accrued from book sales to an address that the consignor provides. Payment will be calculated at the author's request. At the end of the 3 months, it is the author's responsibility to check on their book. At this time, Bookworks may choose to continue carrying the book or return to author depending on sales.

Consignment authors are welcome to leave review copies of their books with the store for employee review, but leaving a review copy does not guarantee that a store employee will read your book. All unclaimed review copies will be donated to charity six months after receipt.

### Consignment Package:

You pay:	You will receive:	You must provide
\$25	Your book will receive shelf space at Bookworks.	3 copies of your book

Bookworks will donate books left for more than 6 months without a valid return address. Payments may take up to 3 weeks to process. Bookworks is not responsible for damaged or stolen items.

**Please note:** Bookworks marketing staff will NOT pitch your book or book event to the Albuquerque Journal, Weekly Alibi, or any other publication. Bookworks cannot "assist" consignment authors with receiving publicity or reviews for their book, whether through traditional media, blogs, or social media.

Bookworks curates its consignment shelf as thoughtfully as the other shelves in the store. Bookworks will review and consider your book but we are unable to carry every consignment book. We reserve the right to choose which books are appropriate for our store.

\*Fee may be waived at discretion of Bookworks Events

## Tips for Successful Consignment:

Tips for successful consignment, and successful consignment events:

- Encourage friends, family, and other contacts to purchase your book at Bookworks.
- Contact your local media and mailing lists to announce that your book is available at Bookworks.
- Send out press releases, review copies, and other promotional materials.
- Create a website for your book (or for yourself as an author), and create your own Facebook page, Tumblr blog, Twitter account, etc.
- Get involved with book clubs, libraries, and other community organizations. Greater success comes from a wide array of author-coordinated promotion.
- Be aware of price point and compare your book with existing products.

## Consignment Books Agreement

Title \_\_\_\_\_ Quantity \_\_\_\_\_

Author \_\_\_\_\_

List Price \_\_\_\_\_ Net(60%) \_\_\_\_\_

ISBN \_\_\_\_\_ Category \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Payable To \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Thank you for helping us to continue our successful consignment business. It can be a win-win arrangement for both of us. We promise to display your book for three months, but it is your responsibility to check on the status of your books before \_\_\_\_\_ to arrange for payment of sold copies and pick-up of unsold copies. If you would like unsold copies mailed to you and you did not pay the consignment fee, you must arrange for shipping charges. Any books left longer than six months will be donated to charity. BOOKWORKS CANNOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

I agree to Bookworks' Consignment Agreement:

Signed \_\_\_\_\_

Date \_\_\_\_\_

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Consignment Fee Paid:

Yes \_\_\_ No \_\_\_

Reason?

ISBN for consignment package: ConsiA

\*Please attach receipt to consignment form