

# Neighborhood Reads Consignment Agreement

Neighborhood Reads bookstore supports our local authors and wants to provide a retail outlet for books published outside of our primary publishing sources. Upon approval, we may offer a LOCAL author a consignment opportunity.

Our consignment program is an agreement between you, the author, and Neighborhood Reads, to offer your book for sale in our store. Consignment is dependent on shelf space and there may be a waiting period. We reserve the right to decide if a book is appropriate for our store.

By leaving your book with us, you agree to abide to the guidelines below:

## *Neighborhood Reads will*

- place your book for sale in our store
- track sales by author using our computerized tracking system
- issue a check for 60 percent of the retail price for each book sold at the end of the consignment period of 90 days. We will collect and submit sales tax on the sale.
- remove your book after 90 days unless it is continuing to sell well and both you and Neighborhood Reads agree to extend the consignment

## *The Consignor will*

- leave 1 copy of your book for sale at Neighborhood Reads
- accept the 60/40 consignment terms
- check on status of your book during the period of consignment and provide copies as needed
- acknowledge that Neighborhood Reads is not responsible for damaged or stolen books left in the store on consignment
- pick up the unsold copies after the consignment period. Books not picked up within 3 weeks will be donated
- promote that your book is available at Neighborhood Reads in your marketing and advertising. You may add a link to our website: [www.neighborhoodreads.com](http://www.neighborhoodreads.com).

*Please note: If we agree to add your book to our limited inventory, we have every expectation that you will promote local purchases at Neighborhood Reads. If you plan to send local readers to Amazon to purchase your book, please do not ask us to devote shelf space to the book.*

To begin the process, please complete the form below.

## **For author to complete:**

**Author's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Book Title:** \_\_\_\_\_

**ISBN: 978-**\_\_\_\_\_ **Retail Price: \$**\_\_\_\_\_

**Consignor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **For bookstore to complete:**

**Date received:** \_\_\_\_\_ **Quantity received:** \_\_\_\_\_ **Bookseller Initials** \_\_\_\_\_

**Date returned:** \_\_\_\_\_ **Quantity returned:** \_\_\_\_\_ **Bookseller Initials** \_\_\_\_\_