



CHARTER  
*Books*

CHARTER BOOKS

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401-236-8678 • info@charterbookstore.com

## CONSIGNMENT PROGRAM

Charter Books is proud to support local authors through our consignment program, which allows us to carry and feature a wider variety of self-published and print-on-demand titles than we could through traditional purchasing. Providing shelf space to independent, local authors is an essential part of our mission to cultivate a robust literary community. **Before completing the attached Consignment Request Form, please review the following:**

**If an established publisher has published your book(s)**, please send us notification of your book's publication to the address or email address above. If we decide to carry it, we will purchase it directly from that publisher. You do not need to complete the rest of this form.

**If your book(s) are not published or not readily available through our normal wholesalers**, we may choose to sell them in our stores on a consignment basis. When your book(s) are on consignment, they remain your property until sold. Charter Books cannot be responsible for lost or stolen merchandise. If you would like your book(s) to be considered for our consignment program, please follow these guidelines:

- Please make all consignment requests in writing via this form. Due to the volume of requests, we are not able to accommodate walk-ins or telephone inquiries.
- To be considered for our program, your book(s) must have the following:
  - A printed and bound spine displaying the title and author name (no spiral binding, please)
  - Paperback, hardback, board, or equivalent cover displaying the title and author name
  - A 13-digit International Standard Book Number (ISBN)
- Our consignment review process usually takes several business days we will notify you via email of our decision as soon as possible. Materials submitted cannot be returned via mail. We will hold all materials for 30 days for in-store pickup at your earliest convenience. Review decisions made by our buyers are final.
- When we carry your book(s) on consignment, we will stock your book(s) on our shelves for a period of at least 90 days (the consignment period). As books sell, **we will request additional copies from you as needed.**
- Upon the sale of your book(s), you will receive 60% of the retail value of the book per copy sold. Checks will be sent every 90 days when the amount due is \$25 or more. If total sales do not exceed \$25 before the expiration of consignment period, you will receive payment when books are returned.
- At the end of the consignment period, we will evaluate the success of your book(s). If no books were sold, we will ship all books to you. If we decide to continue to carry your book, we will extend the consignment period as warranted by continued sales. If we decide not to extend the consignment period, we will ship all unsold books to you.

**New to consignment? Here are some tips:**

- Encourage everyone you know your family, friends, and other contacts to purchase your book(s) at Charter Books during your consignment period.
- Contact local media and other outreach channels to announce that your book(s) are available for purchase at Charter Books. Promoting sales on Amazon/Kindle is sternly discouraged.
- Send out press releases, review copies, and other promotional materials to generate interest. Create a visible social media presence.
- Get involved with book clubs, schools, libraries, and other organizations relevant to your book(s) subject matter. The greatest success comes from a wide array of author-coordinated outreach programs.



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## CONSIGNMENT REQUEST FORM

### Instructions:

Complete this form in its entirety and bring or mail **two (2)** copies to our store. If you have more than one title you'd like considered for consignment, complete one form for each book. We will notify you of our decision as soon as possible. **Terms of the Consignment Agreement and the above guidelines may be waived or revised at the manager's discretion.**

### YOUR CONTACT INFORMATION

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### CONSIGNMENT BOOK INFORMATION

Title: \_\_\_\_\_

ISBN 13: \_\_\_\_\_ Subject: \_\_\_\_\_

Publication Date: \_\_\_\_\_ Retail Price: \_\_\_\_\_

### SUBMISSION CHECKLIST

- This form, completed in full
- \$25 check for administrative and stocking fees (made payable to "Charter Books")
- Two copies of your book
- Put the above in an envelope clearly labeled "Consignment Request" and mail or drop off at our store.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_