

CONSIGNMENT PROGRAM

Downtown 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. We have provided shelf space to local and independent authors for years.

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 listed 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 published or not readily available through our normal wholesalers, we may choose to sell them in our store on a consignment basis. When your book(s) are on consignment, they remain your property until sold. Downtown Books cannot be responsible for lost, damaged 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.

To be considered for our program, your books(s) must have the following:

1. A printed and bound spine displaying the title and author name (no spiral binding, please).
 2. Paperback, hardback, board, or equivalent cover displaying the title and author name.
 3. A 13-digit International Standard Book Number (ISBN).
 4. A retail price printed somewhere on the cover.
- 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 three months (the consignment period) – two copies on the shelf (\$25.00 administration fee required). 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 before the 10th day of the month following the end of the financial quarter.

- At the end of the consignment period, we will evaluate the success of your book(s). If we decide not to extend the consignment period, we will ship all unsold books to you. If we decide to continue to carry your book, we will extend the consignment period as warranted by continued sales.

New to consignment? Here's some tips:

- Encourage everyone you know – your family, friends, and other contacts – to purchase your book(s) at Downtown Books during your consignment period.
- Contact local media and other outreach channels to announce that your book(s) are available for purchase at Downtown Books.
- 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.
- Monitor your own stock. Stop by the store to take a visual of what is on the shelf.

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AUTHOR CONSIGNMENT REQUEST FORM

Instructions: Complete this form in its entirety and bring it and two copies of the book to the address above. (Or mail it to the bookstore.) 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.

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.
- \$25.00 check for administrative fees (made payable to Downtown Books).
- Two copies of your book.
- Put the above in an envelope clearly labeled "consignment request" and mail or drop off at the above address.