

Consignment Inventory

DATE	ISBN 978-	BOOK TITLE	RETAIL	INVENTORY COUNT		PAYMENT INFORMATION
				REC	QTY	
				SOLD	AMT	
				OH	CK #	
				REC	QTY	
				SOLD	AMT	
				OH	CK #	
				REC	QTY	
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				REC	QTY	
				SOLD	AMT	
				OH	CK #	
				REC	QTY	

Signing Event Policy and Restrictions

- Book signings are for **new releases only** – no repeat signings.
- Books must be in the store before we will schedule a signing.
- **All correspondence regarding events will be done via e-mail at events@parkroadbooks.com.**
- Signings must be arranged **at least 4 weeks** before the intended signing date.
- Please provide us via e-mail with a **50-75 word synopsis** of your book and a **JPEG of the cover** that will be used to promote your event on our website and newsletter.
- Please show up at least 15 minutes before your event starts.
- Signings will be for a maximum of 2 hours.
- If you need to cancel, or if any changes need to be made to your event, you must contact us **at least 48 hours in advance**.
- Please let us know if you intend to provide refreshments.

Printed Name (consignor)

Signature (consignor)