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Consign Author Contact Information

Author Name: _____ Author Name On Book: _____
 Payable To: _____
 Full Address: _____
 Phone number: _____ Email address: _____
 Website: _____
 Book title: _____
 Book ISBN: 978-_____ Book retail price: _____

Consignment Policy

PRB charges a **\$25 non-refundable handling fee** for each title taken on consignment. We will waive the fee for current members of *Women's National Book Association Charlotte Chapter* and the *Charlotte Writers' Club*.

PAID: _____ **RECEIPT #:** _____ **WAIVED:** _____ **REASON:** _____ **Initial:** _____

PRB will pay **60%** of the retail price to the author. **PRB** will only pay for items that were sold through our register. **Initial:** _____

PRB will initially take **5 copies** of the book. During the consignment period, **PRB** may contact the author to request additional quantities. **Initial:** _____

PRB will pay for any books sold on a **semi-annual basis (end of January & end of July)**. **Initial:** _____

PRB agrees to carry consignment books for **12 months**. **Initial:** _____

PRB will donate to a non-profit organization those books left by authors **more than a month** after authors have been contacted to pick up their book. **Initial:** _____

ALL correspondence regarding consignment will be done **via email**. It is author's responsibility to ensure that we always have a current email address/ phone number during the consignment period. **Initial:** _____

ALL shipping charges are the responsibility of the author. **Initial:** _____

DAMAGED or stolen items are the sole financial responsibility of the author. **Initial:** _____

AUTHORS must add **PRB** to their list of places to purchase the book in **promotional materials** & link to our website. **Initial:** _____

CONSIGNMENT form, consignment fee, & 5 copies of the book, **MUST** be received before an event will be scheduled. **Initial:** _____

Printed name, Author

Signature, Author

Date

Please fill out ALL author and book information above. Form below is for office use only.

DATE	INVENTORY COUNT		PAYMENT INFORMATION	EMPLOYEE RECEIPT INITIAL
	REC			
	SOLD			
	OH			
	REC			
	SOLD			
	OH			
	REC			
	SOLD			
	OH			