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### Consignment Contact Information

Author name: \_\_\_\_\_ Author name on book: \_\_\_\_\_  
 Book title: \_\_\_\_\_  
 Book ISBN: 978-\_\_\_\_\_ Book retail price: \_\_\_\_\_  
 Genre/Category: \_\_\_\_\_ Intended audience: \_\_\_\_\_  
 Payable To: \_\_\_\_\_  
 Full address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ Twitter: \_\_\_\_\_ Other: \_\_\_\_\_  
 Describe your marketing strategy for the book: \_\_\_\_\_  
 \_\_\_\_\_

### Consignment Policy

**\*This box to be completed at book drop-off\***

**PRB** charges a **\$25 non-refundable handling fee** (cash or check) 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:** \_\_\_\_\_

- 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 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 may be scheduled.

\_\_\_\_\_  
 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	Employee Received Int.	Payment Information
	REC		
	SOLD		
	OH		
	REC		
	SOLD		
	OH		

