

## PROLOGUE BOOKSHOP CONSIGNMENT POLICY

*last revised 2/17/2019*

Have you published your own book and want to sell it through Prologue Bookshop?

**Please be familiar with our consignment policy, and contact Prologue Bookshop by email before bringing books in for consignment.**

Prologue Bookshop is proud to support local authors based in Central Ohio. However, it is impossible for us to accept all of these books, as we are a small store. Additionally, not every self-published book, even one by a local author, will find an audience here.

For consignment purposes, we will stock only books by authors who currently live in Ohio, with a strong preference given to authors in the Central Ohio region, or where Columbus is the nearest major metro area to where they live.

Due to the economics of carrying and selling books by independent, self-published, authors, it is our policy to take such books on consignment. For local authors who are publishing through an established publisher, we are happy to purchase those through typical warehouses.

Please be advised that Prologue Bookshop does not accept titles for consignment that are printed through Amazon.com or CreateSpace.

To be accepted for consignment, books must have the following:

1. Printed and bound spine displaying the title and author name (no spiral binding).
2. Paperback, hardback, board, or equivalent cover displaying the title and author name.
3. 13-digit International Standard Book Number (ISBN) and bar code.
4. Suggested retail price printed on the back cover.

At this time, we do not charge a stocking fee for titles left on consignment. We reserve the right to change this in the future.

If we accept a title for our shelves, we expect that the author will promote this fact on his or her website.

We will pay up to but not more than 60% of retail price on each book sold. (60% is industry standard). Since we are so small, we typically accept no more than two copies of any title.

We review sales performance every calendar quarter (April 1, July 1, October 1, January 1). If, after a minimum 6 month trial, we feel that sales are too low, we will discontinue carrying your book(s) and ask you to pick them up at the store. The products will be held until the author picks them up, or for a period of two months. Prologue Bookshop will make multiple attempts to contact the author. If the author cannot be reached or fails to respond within 2 months of being contacted, the books will be donated.

Prologue Bookshop is not responsible for lost or stolen merchandise.

The placement and display of your book inside the store is at our discretion. We have created a "Local Authors" section in order to direct customers to these books.

We will not accept unsolicited books sent by mail. Unsolicited books will not be returned unless the author provides us with payment for return shipping.

The final decision about the retail price of a title is the author's. The final decision about whether we carry any title is ours. We reserve the right to not accept a title if we feel that we cannot sell it.

**Please fill out this information in full:**

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

Legal Name (if different): \_\_\_\_\_

Address/City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ cell / home / office

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

Author's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prologue Bookshop Staff Initials: \_\_\_\_\_

**Title 1:**

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

ISBN: \_\_\_\_\_

Retail Price: \_\_\_\_\_ Wholesale Price (no more than 60% of retail): \_\_\_\_\_

Number of units left: \_\_\_\_\_

**Title 2:**

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

ISBN: \_\_\_\_\_

Retail Price: \_\_\_\_\_ Wholesale Price (no more than 60% of retail): \_\_\_\_\_

Number of units left: \_\_\_\_\_

**Title 3:**

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

ISBN: \_\_\_\_\_

Retail Price: \_\_\_\_\_ Wholesale Price (no more than 60% of retail): \_\_\_\_\_

Number of units left: \_\_\_\_\_