



MILL STREET BOOKS CONSIGNMENT AGREEMENT (Revised December 4, 2016)

We take pride in supporting our local literary community. Over the years we have helped many local authors promote and sell their books. We focus on local history and books written by Almonte area authors. We are unable to accept all submissions for self-published books due to space, suitability for our demographic and whether we already have a similar book in our store.

Steps to follow:

- Call or email to arrange a time to leave a reading copy with your contact information and suggested retail price.
- We try to act quickly, but it can take up to 30 days to determine whether we feel your book will sell in our store. We will contact you once we have made our decision.
- If accepted, we charge a \$30 fee to cover our time for processing, labeling, shelving, promoting, selling and settling your account.
- We will take 5 copies of the book for a 3 month period.
- You set the retail price. We pay you 60% and keep 40% of the retail price.
- When visiting the store, please remember our priority is to help our customers. You may need to wait if we are serving others.
- You must contact us to settle accounts after 3 months. We will inform you of the number of books sold.

- You must send us an invoice and call to arrange a pickup time for books and payment.
- If Mill Street Books has not heard from you within three months, the books and all money owing, will become property of Mill Street Books to donate or discard.
- Mill Street Books will only pay you for items that were sold and assumes no responsibility for delivery or return costs, nor for damaged, lost, or stolen consignment items.
- You are responsible for paying the HST unless otherwise arranged.
- Any exceptions to the conditions will be noted on this agreement.

Greater sales success comes from a wide range of author promotion. Follow these tips for success.

- Encourage your friends and other contacts to purchase your book at Mill Street Books
- If you have a website, Mill Street Books should be listed as a seller.
- Use social media and email lists to get the word out that your book is available at Mill Street Books
- Consider a paid ad and/or send out press releases, review copies, and other promotional materials to local papers (Millstone, Ottawa Citizen; Lanark Era; Metroland News, The Humm)
- Get involved with book clubs, libraries, and other community organizations.

Signed _____ Date _____