

Date: \_\_\_\_\_

## Munro's Books Consignment Program

We are proud to support local authors through our consignment program. We do our best to provide shelf space for self-published and/or self-distributed books, while still keeping in mind our inventory needs and the interests of our customers. We look for professional standards when we review self-published titles, both in terms of the book itself and in any marketing & promotional plans.

Here's how consignment works at Munro's:

1. If we decide that we want to sell your book, we will contact you with an order. Initial orders are usually for 1-3 copies. Please do not bring more copies than we have requested, or leave extra copies at a later time. We assume no responsibility for books left without approval or an outstanding order. We will contact you if we want more copies once the initial full order has sold.
2. Our pricing terms follow the industry standard of 60/40, where 60% of the retail price (as set by the author) is payable to the author, and 40% is kept by Munro's Books.
3. We pay consignment titles based on complete invoices only—if an invoice is for 3 copies, we will issue payment when all 3 copies have sold. We do not pay for individual copies sold.
4. We are not responsible for lost, damaged or stolen items.
5. We will not pay delivery or return charges for consignment books. **With very few exceptions, our consignment program is for local authors only.**
6. We will review consignment titles after 90 days. We reserve the right to remove books from our shelves if we feel that sales performance is unsatisfactory.
7. If we have removed a consignment title from our inventory, we will issue payment for any copies sold and you will be notified that the remaining books are available to be picked up. Books will be held for 90 days; if they are not claimed, they will be donated.

If you agree to these terms, please fill out the submission form on the next page. Once you have completed the form, please leave it with a finished copy of your book at our front desk. Due to the heavy volume of submissions our review process can take several weeks. We will notify you via email of our decision.

Date: \_\_\_\_\_

## Submitting Your Book for Consideration at Munro's Books

Please fill out the form below to help us assess whether your book may be right for consignment at Munro's!

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

Subject: \_\_\_\_\_ Retail Price: \_\_\_\_\_

### Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\*Please note email is our preferred method of communication

Please give a brief summary of your book:

Has your book received any publicity? Do you have any marketing/publicity plans?  
Please detail them here.

Who is your target audience and why do you think your book is a good fit for  
Munro's?