

## CONSIGNMENT PROGRAM

**PLEASE MAKE ALL CONSIGNMENT REQUESTS IN WRITING VIA THIS FORM. WE ARE NOT ABLE TO ACCOMMODATE WALK-INS OR TELEPHONE INQUIRES.**

Author,

Congratulations on the publication of your book! We appreciate the effort that this work represents, and we know how proud of it you are. Black Dot Cultural Center, Inc is proud to support local authors through our consignment program, which allows us to carry and feature a wider variety of self-published and print-on-demand titles than we could through traditional purchasing.

Our consignment review process usually takes several weeks. We will make every effort to examine your book(s) and evaluate its potential for selling in our store as soon as possible. We will notify you via email of our decision. **REVIEW DECISIONS MADE BY OUR BUYERS ARE FINAL!**

If an established publisher has published your book(s), please send us notification of your book's publication to the address or email address above. If we decide to carry it, we will purchase it directly from the publisher. You do not need to complete the rest of this form.

If your book(s) are published or not readily available through our normal wholesalers, we may choose to sell them in our stores on a consignment basis. When your book(s) are on consignment, they remain your property until sold. Black Dot Cultural Center, Inc will not be responsible for lost or stolen merchandise.

**Before completing the attached Consignment Request Form, please review the following:**

We do not pay shipping for consignment titles. Any materials submitted will not be returned via mail. We will hold all materials for 30 days for in-store pickup at your earliest convenience.

**ADMINISTRATION FEE:** If we carry your book(s) on consignment, there is a ***non-refundable*** administrative fee and we will stock your book(s) on our shelves for a period of at least three (3) months, the consignment period. **The fee must be paid via Cashier/Certified Check or Money Order. Personal Checks will not be accepted.**

Fee per title made payable to The Black Dot Cultural Center, Inc:

- \$75.00 for One title
- \$125.00 for Two titles
- \$150.00 for Three titles
- \$200.00 for Four titles
- Fees negotiable for five or more titles

If we stock your book, we ask that your promotional materials include Black Dot Cultural Center, Inc for purchasing at our store or on our website at <https://blackdotcc.com>

**CONSIGNMENT PAYOUT:** Upon the sale of your book(s), you will receive 60% of the retail value of the book(s) per copy sold. Checks will be sent after 90-days on the 15th of the following month. If total sales do not exceed \$75 before the expiration of the consignment period, you will receive payment when your book(s) are returned.

At the end of the consignment period, we will evaluate the success of your book(s). If we decide to continue to carry your book, we will extend the consignment period as warranted by continued sales. If no books were sold and/or If we decide not to extend the consignment period, we will hold all book(s) in-store for a period of 30 days for pick up. After 30 days, your book(s) will be donated to a local charity of our choice.

**If you would like your book(s) to be considered for our consignment program, please follow these guidelines:**

- It must be preferably professionally proofed, edited, designed and published.
- A printed and bound spine displaying the title and author name (no spiral binding).
- Paperback/hardback/board, or equivalent displaying the title and author name.
- A 13-digit International Standard Book Number (ISBN).
- Must be available via Ingram Content Group.
- It should be priced comparably to others of its type.
- The subject matter must be appropriate for our store.
- We will NOT accept any genres that we do not stock or promote.

**If you are requesting an event with us, please provide the following information with the copy of your book.**

- Why the event would be successful.
- Number of family and friends who would attend.
- Ways you would promote the event.
- Local publicity you would generate.
- Whether or not you will be at other stores/ventures in this area.

**NEW TO CONSIGNMENT? HERE ARE SOME TIPS:**

Encourage everyone you know to purchase your book(s) during your consignment period.  
Contact local media and other outreach channels announcing book(s) are available for purchase.  
Send out promotional materials to generate interest. Create a visible social media presence.  
Get involved with book clubs, schools, libraries, and other organizations  
The greatest success comes from a wide array of author-coordinated outreach programs.

Thank you for sharing your book with us. We wish you every success!

## CONSIGNMENT REQUEST FORM

### INSTRUCTIONS:

Complete this form in its entirety and bring or mail two (2) copies to the address above. If you have more than one title you would like considered for consignment, complete one form for each book. We will notify you of our decision as soon as possible.

### YOUR CONTACT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### CONSIGNMENT BOOK INFORMATION

TITLE: \_\_\_\_\_

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

SUBJECT: \_\_\_\_\_

PUBLICATION DATE: \_\_\_\_\_

RETAIL PRICE: \_\_\_\_\_

EVENT DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SUBMISSION CHECKLIST:

Cashier's Check or Money Order for Administration Fee made payable to Black Dot Cultural Center, Bookstore

Two (2) copies of your book

Put the above in an envelope clearly labeled "Consignment Request" and mail or drop off at Black Dot Bookstore Cafe and Cultural Center.

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

