



CHANGING HANDS TEMPE

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CHANGING HANDS PHOENIX

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CONSIGNMENT PROGRAM

Changing Hands is proud to support local authors through our consignment program, which allows us to carry and feature a wider variety of independently published titles than we could through traditional purchasing. We have provided shelf space to local and independent authors for decades.

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

If you published your book with an established publisher with regular distribution channels including Ingram, and or a publisher that we buy from regularly, we will order your book directly from them. (The book must have a regular discount and be returnable.) You do not need to complete this form. 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 or from Ingram.

If your book(s) are self-published or not readily available through Ingram at a regular discount and returnable, 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. Changing Hands cannot be responsible for lost or stolen merchandise. If you would like your book(s) to be considered for our consignment program, please follow these guidelines:

- Please make all consignment requests in writing via this form. We are not able to accommodate walk-ins or telephone inquiries at either our Tempe or Phoenix locations.
- To be considered for our program, your book(s) must have the following:
 - A printed and bound spine displaying the title and author name (no spiral binding, please)
 - Paperback, hardback, board, or equivalent cover displaying the title and author name
 - A 13-digit International Standard Book Number (ISBN)
- Our consignment review process usually takes several business days – we will notify you via email of our decision as soon as possible. Our buying team curates the stores' inventories. The buyers choose from thousands of books every season from major publishers and self-published authors. We curate books based on our knowledge of books currently selling at our stores and our customers' buying history. If we decide not to take your book, it is because we do not think it will sell and we do not want to take your consignment fee when we believe it won't sell from our shelves.
- Local materials submitted cannot be returned via mail unless selected on submission form for a fee. We will hold all materials for 30 days for in-store pickup at your earliest convenience. If materials are not picked up one month after being notified it will no longer be our responsibility and will be donated. Review decisions made by our buyers are final.
- All materials that are sent to us from out of state and are not able to be picked up will be mailed back to the sender. We will **deduct \$8.00** for priority mail from the \$25.00 administration fee.
- When we carry your book(s) on consignment, we will stock your book(s) on our shelves for a period of at least three months (the consignment period)— **two copies** at a single location or **three copies** split between both locations (\$25 administration fee required **per store**). As books sell, we will request additional copies from you as needed.
- Upon the sale of your book(s), you will receive 60% of the retail value of the book per copy sold. Checks will be sent every 60 days when the amount due is \$25 or more. If total sales do not exceed \$25 before the expiration of consignment period, you will receive payment when books are returned.
- At the end of the consignment period, we will evaluate the success of your book(s). If no books were sold, we will ship all books to you. If we decide to continue to carry your book, we will extend the consignment period as warranted by continued sales. If we decide not to extend the consignment period, we will ship all unsold books to you.

New to consignment? Here're some tips:

- Encourage everyone you know – your family, friends, and other contacts – to purchase your book(s) at Changing Hands Tempe and Phoenix during your consignment period.
- Contact local media and other outreach channels to announce that your book(s) are available for purchase at Changing Hands Bookstore.
- Send out press releases, review copies, and other promotional materials to generate interest. Create a visible social media presence.
- Get involved with book clubs, schools, libraries, and other organizations relevant to your book(s) subject matter. The greatest success comes from a wide array of author-coordinated outreach programs.



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CONSIGNMENT REQUEST FORM

Instructions: Complete this form in its entirety and bring or mail two copies of the book (three copies if requesting placement at both locations) to either address above. If you have more than one title you'd 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: _____

Email Address: _____ Phone Number: _____

CONSIGNMENT BOOK INFORMATION

Title: ISBN-13: _____

Subject: Publication Date: _____ Retail Price: _____

Desired store: Tempe Phoenix Both (additional fee applies)

Please Select One:

- If CHB **does not accept** the book for consignment, please **deduct \$8.00** for priority mail from my \$25.00 administration fee and return the book to me. **A new check will be sent to me for \$17.**
- If CHB **does not accept** the book for consignment, please **donate** my copies to a local library or non-profit organization that collects donated books from CHB. **My \$25 check will be destroyed.**

SUBMISSION CHECKLIST

- This form, completed in full
- Check for administrative fees (made payable to "Changing Hands Bookstore") \$25 for single store consignment at Tempe or Phoenix \$50 for double store consignment at Tempe and Phoenix
- Two copies (or three copies for double store consignment) of your book
- Put the above in an envelope clearly labeled "consignment request" and mail or drop off at one of the above addresses.