

## Bank Square Books

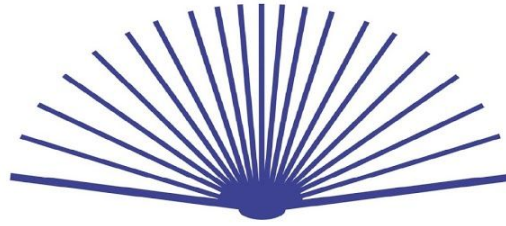
53 West Main St.

Mystic, CT 06355

860-536-3795

[www.banksquarebooks.com](http://www.banksquarebooks.com)

[bsb@mysticbooksinc.com](mailto:bsb@mysticbooksinc.com)



## Savoy Bookshop and Café

10 Canal St.

Westerly, RI 02891

401-213-3901

[www.savoybookshopcafe.com](http://www.savoybookshopcafe.com)

[savoy@mysticbooksinc.com](mailto:savoy@mysticbooksinc.com)

# Consignment Information

Bank Square Books and Savoy Bookshop and Café are proud to support local authors through our consignment program, which allows us to carry and feature a much wider variety of self-published, independent, and print-on-demand 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 your book is self-published or not readily available through our normal wholesalers, we may choose to sell it in our stores on a consignment basis. When your books are on consignment, they remain your property until sold. Bank Square Books and Savoy Bookshop and Café cannot be responsible for lost or stolen merchandise. If you would like your books to be considered for our consignment program, please follow these guidelines:

- Please make all consignment requests in writing or email via this form. We are not able to accommodate walk-ins or telephone inquiries. Additional forms are available for download at [banksquarebooks.com/consignment](http://banksquarebooks.com/consignment).
- To be considered for our program, your book 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 1-2 weeks. We will notify you via email of our decision as soon as possible. Materials submitted cannot be returned via mail. We will hold all materials for 30 days for in-store pickup at your earliest convenience. If your book is not selected for our program, you will not be charged the \$35 administrative fee.
- When we carry your book on consignment, we will display it on our shelves at either Bank Square Books or Savoy Bookshop and Café. A one-time administrative fee of \$35 is required to join our program at each store. This fee is per store. This fee is per author, not per book; we do not charge for additional books. As books sell, we will request additional copies from you. Feel free to check in with us via email regarding the sales of your book.
- Upon the sale of your book, you will receive 60% of the retail value of the book per copy sold. Checks will be sent quarterly or upon request.
- Twice a year, we will evaluate the success of your book. If no books were sold, we will decide whether to keep your book on our shelves. If we choose not to continue carrying your book, we will contact you to arrange pickup.

### New to consignment? Here are some tips:

- Encourage everyone you know to purchase your book at Bank Square Books or Savoy Bookshop and Café.
- Contact local media and other outreach channels to announce that your book is available at our store.
- Send out press releases, review copies, and other promotional materials to generate interest.
- Get involved with book clubs, writing groups, libraries, and other organizations relevant to your book's subject matter. The greatest success comes from a wide array of author-coordinated outreach programs.
- If you would like to request a book signing at our store, please email us at [events@mysticbooksinc.com](mailto:events@mysticbooksinc.com) with the subject line **Book Signing Request** and include all relevant information about your book.

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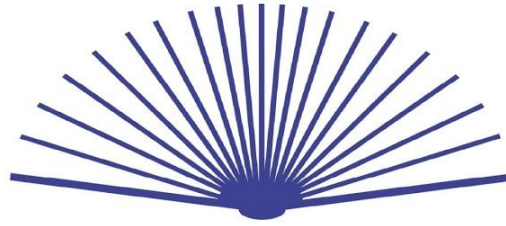
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# Consignment Request Form

## Instructions

Complete this form in its entirety and bring in or mail one to two copies of your book, labeled “Consignment Request,” to **Bank Square Books** or **Savoy Bookshop and Café**. If you have more than one book you’d like us to consider for consignment, use the following pages. If you would like your book in both stores, please fill out a separate form for each store and include a \$35 check with each application. We will notify you of our decision in 1-2 weeks.

## Your Contact Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

## Consignment Book Information *(See next page for additional titles)*

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

ISBN-13: \_\_\_\_\_ Subject: \_\_\_\_\_

Publication Date: \_\_\_\_\_ Retail Price: \_\_\_\_\_

## Please Display My Book at:

 **Bank Square Books**       **Savoy Bookshop and Café**
*(Separate form required for each store)*

## Submission Checklist

- This form, completed in full *(Make sure to clarify which store you are applying to)*
- \$35 check for administrative fees, made out to **Bank Square Books** or **Savoy Bookshop & Café**.
- One to two copies of your consignment book, labeled **Consignment Request**

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

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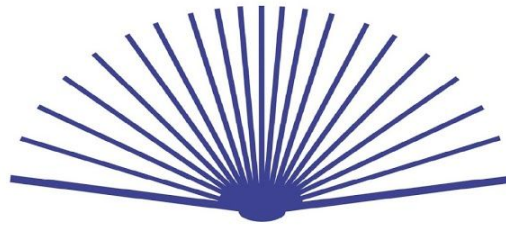
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**Additional Books**

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

**ISBN-13:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Publication Date:** \_\_\_\_\_ **Retail Price:** \_\_\_\_\_

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

**ISBN-13:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Publication Date:** \_\_\_\_\_ **Retail Price:** \_\_\_\_\_

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

**ISBN-13:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Publication Date:** \_\_\_\_\_ **Retail Price:** \_\_\_\_\_

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

**ISBN-13:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Publication Date:** \_\_\_\_\_ **Retail Price:** \_\_\_\_\_