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We do our best to provide shelf space for these books, while still keeping in mind our inventory needs and the interests of our customers. If your book is self-published or not available through our normal wholesalers, we may choose to sell it in our store on a consignment basis.

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

- When your books are on consignment, they remain your property until sold.
 Gramercy Books cannot be responsible for lost or stolen merchandise.
- 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: www.gramercybooksbexley.com. We can be
 contacted via email at: info@gramercybooksbexley.com.
- 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 several business days. 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 instore
 pickup at your earliest convenience.
- 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 after books are sold 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 Gramercy Books.
- 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 authorcoordinated outreach programs.
- If you would like to request a book signing at our store, please email us at: info@gramercybooksbexley.com with the subject line "Book Signing Request" and include all relevant information about your book.





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Consignment Request Form

Complete this form in its entirety and bring in or mail three copies of your book, labeled "Consignment Request," to Gramercy Books. If you have more than one book you'd like us to consider for consignment, complete one form for each request. We will notify you of our decision as soon as possible.

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Address:		
City:	State:	ZIP:
Email Address:		
Phone Number:		
Consignment Book Information		
Title:		
ISBN-13:	Subject:	
Publication Date:	Retail Price:	
Signed:		Submission Checklist
Date:		 This form, completed in full
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