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***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.
- **Your book must have the following:**
  - A printed and bound spine displaying the title and author name (no spiral or stapled bindings, please)
  - Paperback, hardback, board or equivalent cover displaying the title and author name
  - A 13-digit International Standard Book Number (ISBN)
- **Please visit our website and download our Consignment Form.**  
It can be found under the *Services* tab beneath the *Local Authors* heading. Bring the filled-out form, along with 2 copies of your book, to Gramercy. Your book will be on our shelves for sale in a day or two.
- **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.

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- *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 author-coordinated outreach programs.*



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# GRAMERCY BOOKS

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## **Consignment Request Form**

*Complete this form in its entirety and bring in or mail two 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.*

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### **Your Contact Information**

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

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

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

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

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

### **Consignment Book Information**

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

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

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

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

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

#### Submission Checklist

- This form, completed in full
- Two copies of your consignment book, labeled "Consignment Request"