



215 N Cayuga St
Ithaca, NY 148850
607-273-8246 | inventory@buffalostreetbooks.com
www.buffalostreetbooks.com

CONSIGNMENT PROGRAM

Buffalo Street Books is proud to support local, self-published, and independent authors through our consignment program. Consignment enables us to support authors beyond what is available from traditional publishing. This packet includes our terms, and things to keep in mind about consigning with our bookstore in general. The Consignment Sales Agreement is to be filled out and left on file for each unique title you wish to consign with us.

TERMS OF CONSIGNMENT

1. Books will not be accepted if we feel we cannot sell them successfully. You must receive confirmation from us that we will carry your book before shipping your books to us.
2. Stocking consignment items creates extra labor for our booksellers: setting up paper records, tracking sales, and managing inventory must be done individually and by hand. We collect a non-refundable fee of \$25 for each 6 month consignment period, due at the beginning of each 6 month consignment period.
3. Our pricing terms follow the industry standard of 60/40, where 60% of the retail price (set by the author) for each book sold is payable to the consignor and 40% is kept by Buffalo Street Books.
4. We pay for consignment sales at the end of each 6 month consignment period. Payments for sales are usually mailed within a week of the consignment end-date. If no mailing address is provided, we will reach out via email. If a check is not able to be delivered within 90 days, it will be considered forfeit.
5. We prefer to stock no more than 2-5 copies of a consigned title. If and when we sell these and need more, we will contact you.
6. We review sales performance at the end of each 6 month consignment period. If we feel that sales are too low, we will discontinue carrying your book(s) and ask you to pick them up at the store. Books will be held for pick-up for no longer than 2 months. If the consignor fails to respond at the end of 2 months, books will be donated.
7. It is the consignor's responsibility to notify us of any changes in mailing or contact information. It is the author's responsibility to deliver new inventory and pick up any unsold inventory.

If these terms are acceptable, please contact us before dropping off or mailing in a completed, signed agreement form, the stocking fee, and 2-5 copies of your book at Buffalo Street Books.

It can take between 5 to 7 business days for books to be processed and put on the shelves. If you have specific questions not addressed by these terms, please contact Ivy at inventory@buffalostreetbooks.com, or call the store directly at 607-273-8246.



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Consignment Sales Agreement

Consignee: *Buffalo Street Books* Date: _____

Consignor _____
Address _____
Phone _____
Email _____

Your connection to Buffalo Street Books: _____
Where else your book is available: _____

*It is the responsibility of the consignor to keep contact information current.

Title: _____
Author: _____
ISBN: _____
Retail Price: _____ Wholesale Price: _____
Number of units left on consignment: _____
Checks for all sales should be written to: _____

[TO BE FILLED OUT BY CONSIGNEE] Non-refundable fee of \$25 received: _____

*Buffalo Street Books will pay, no more, no less than, 60% of retail price on each book sold.

*The consignment fee is *per consignment period*. Consignors will not be charged for restocking a unique title upon request by Buffalo Street Books and if requested within the 6 month consignment period.

*Buffalo Street Books agrees to stock and sell the product described above for a term of 6 months, at which time the sales agreement will be extended or closed based on sales reports. Sales will be reviewed at the end of 6 months and payments will be mailed to the address above.

*When the sales agreement is at an end, the products will be held until the consignor picks them up, or for a period of two months. If the consignor cannot be reached or fails to respond within 2 months of being contacted, the consigned books will be donated.

*Books remain the property of the consignor until sold or after the end of sales agreement (as stated above.) Buffalo Street Books is not responsible for lost or stolen merchandise.

Signature of consignor: _____ Date: _____

Signature of consignee receiver: _____ Date: _____

Suggestions for Successful Consignment

Everyone benefits when your book succeeds at our store! Here are some tips that we've gathered from our own experience and those of independent authors like you to help your book do well at Buffalo Street Books.

1. Let people know that your book is available at Buffalo Street Books. Encourage friends, family, and other contacts to purchase your book either in our store, or on our website.
2. Contact your local media, mailing lists, and social media circles to let them know that your book is at Buffalo Street Books.
3. Be sure that your personal and professional website and social media pages let your readers know that your book is available at Buffalo Street Books.
4. Send press releases, review copies, and other promotional materials to local media outlets.
5. Be involved with book clubs, libraries, and community organizations. Success comes from a wide array of author promotion!