



41 South Main Street
PO Box 1219
Hardwick, Vermont 05843
802-472-5533 – galaxybookgals@gmail.com

Consignment Program

The Galaxy Bookshop is proud to support local authors, and our consignment program for local self-published and independent authors enables us to extend our support beyond what is available to us through traditional publishing. Below are our terms and some important things to keep in mind about our consignment program. If these terms are acceptable, you will find our Consignment Sales Agreement [attached/below], to be filled out and left on file for each title you will be consigning with us.

1. We are committed to supporting local authors and our local community. Books from outside our community 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 stocking fee of \$20 for each unique title consigned.
3. Our pricing terms follow the book 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 The Galaxy Bookshop.
4. We pay bi-annually for consignment sales. Payments for sales are usually mailed by the end of January and July.
5. We prefer to stock no more than three copies of a consigned title. When we sell these and need more, we will contact you.
6. We review sales performance every six months. If, after a minimum six-month trial, 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 two months. If the consignor fails to respond at the end of two months, books will be donated to Friends of the Jeudevine Library.
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 2-3 copies of your book at The Galaxy Bookshop. It can take up to five business days for books to be processed and put out on the shelves. If you have specific questions not addressed by these terms, please feel free to contact Andrea or Sandy at galaxybookgals@gmail.com.



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Consignment Sales Agreement

Consignee: The Galaxy Bookshop

Date: _____

Consignor: _____

Address: _____

Phone: _____

Email: _____

Your connection to The Galaxy Bookshop: _____

Where else is your book 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: _____

Non-refundable stocking fee of \$20 received: _____

*The Galaxy Bookshop will pay up to but not more than 60% of retail price on each book sold.

*The stocking fee is *per title*, not per book. Consignor will not be charged for restocking upon request by The Galaxy Bookshop.

*The Galaxy Bookshop agrees to stock and sell the product described above for a term of 12 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 to the Friends of the Jeudevine Library.

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

Signature of receiver: _____ **Date:** _____

Signature of consignor: _____ **Date:** _____



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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 The Galaxy Bookshop.

1. Let people know that your book is available at The Galaxy Bookshop. Encourage friends, family, and other contacts to purchase your book here.
2. Contact your local media, mailing lists, and social media circles to let them know that your book is at The Galaxy Bookshop.
3. Be sure that your website and social media pages let your readers know that your book is available at brick and mortar stores and direct them to the places where you have left your book on consignment, including The Galaxy Bookshop.
4. Send press releases, review copies, and other promotional materials to local media outlets.
5. Get involved with book clubs, libraries, and other community organizations. Greater success comes from a wide array of author-coordinated promotion.

Suggested local media contacts:

The Hardwick Gazette – Weekly newspaper covering Hardwick, Greensboro, Craftsbury, Wolcott, Walden, Stannard, Woodbury, Calais, Cabot, & Marshfield. Contact info: 802-472-6521 or news@thehardwickgazette.com

Hardwick Community Television (HCTV) – Community Access Station for Hardwick, Wolcott, and Woodbury. Contact info: 802-472-6655 or hardwicktv@comcast.net

The Chronicle – (a.k.a. The Barton Chronicle) Weekly newspaper covering Vermont's Northeast Kingdom. Contact info: (802) 525-3531 or news@bartonchronicle.com

The News & Citizen – Free weekly newspaper covering Lamoille County and beyond; distributed to Hardwick residents. Contact info: 802-888-2212 or news@newsandcitizen.com

The Caledonian Record – Daily newspaper serving Caledonia County. Contact info: 802-748-8121 or news@caledonian-record.com

Seven Days – Free weekly independent newspaper distributed throughout Vermont and New York's North County. Contact Info: Mail review copies to Seven Days, P.O. Box 1164, Burlington, VT 05402 (Only books by Vermont authors are considered for review.)

WGDR/WGDH – Goddard College Radio, a community station broadcasting on two frequencies, from Plainfield and Hardwick. Contact info: 800-646-9437; visit wgdr.org for program information.

WDEV Radio Vermont Group – Vermont's mid-state radio station, family owned and operated for 75 years. Contact info: 802-244-7321 or wdev@radiovermont.com