



Consignment Terms

Thank you for your interest in placing your self-published book at Words of Windsor. Please read through these Consignment Terms fully before signing the Consignment Agreement.

Book standards:

- Have ISBN-13 on back of book
- Quality binding (no spiral bound)
- Book title & author name on spine
- Proofread and well edited with an attractive cover

Supplemental Materials Required for Submission:

- 30–50 word synopsis of book
- Copies of promotional materials
- Marketing Plan

Consignment terms:

- Author/agent will submit \$30 consignment fee (1 fee per title regardless of number of copies supplied), required supplemental materials, and supply 2–4 copies of title to Words of Windsor for consignment.
- Processing the submission will take up to 2 weeks. Once finalized, Consignment Agreement will be signed and dated by Words of Windsor and a copy sent to author/agent via email or post to begin the 90-day consignment period.
- Words of Windsor does not accept books for consignment during November or December.
- Authors who participate in our consignment program must provide a link to Words of Windsor's website and *Indiebound.org* on all author and/or book websites. No Consignment Agreement will be finalized until these links appear on the author's/book's website.
- If additional copies are requested by Words of Windsor, original terms of Consignment Agreement will apply.
- Book will be priced the same across all sales locations.
- Words of Windsor will pay 60% of the retail price to author for each copy sold.
- Payments are made by the 20th of the month in April, July, October, and January.
- Books are kept a minimum of 90 days after which sales performance will be reviewed and a decision made to keep the title or close the consignment. Author will be contacted by email or post if the Consignment Agreement is being closed.
- Books remain author's property while Consignment Agreement is in effect and author may elect to collect some or all of them or close the consignment altogether at any time.
- It is the author's/agent's responsibility to arrange pick up of unsold inventory within 15 days after Consignment Agreement is closed. All books remaining after that time will become property of Words of Windsor and will be donated or disposed of at the store's discretion.
- Words of Windsor is not responsible for damaged, missing, or stolen items and the author/agent will absorb the losses. Words of Windsor will notify author/agent within 5 business days of becoming aware on any such damaged or missing items.
- Author/agent is responsible for keeping store updated on address and other contact information.
- Final decisions on carrying titles resides with Words of Windsor. Any title not accepted will be returned by post to author/agent within 2 weeks of receipt.