

Hartfield Book Company 110 W. Washington St. Monticello, IL 61856

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Hartfield is proud to support local authors based in Central Illinois. As a small store, however, it is impossible for us to accept every request for a consignment position. We prefer to give priority to authors whose books appeal to local interests, although we will give equal consideration to all books submitted. Selections will be made based on knowledge of and experience with the bookstore's inventory, customer base and sales history. We reserve the right to refuse to accept books for sale for any reason.

If you're interested in selling your book through Hartfield Book Co., please read over the following guidelines before contacting us.

Due to the economics of carrying and selling books by independent, self-published authors, it is our policy to take such books on consignment. For local authors who are publishing through an established publisher, we are happy to purchase books through those channels.

Strong preference is given to books that have the following:

- 1) Printed and bound spine displaying the title and author name (no spiral binding).
- 2) Paperback, hardcover, board, or equivalent cover displaying the title and author name.
- 3) 13-digit International Standard Book Number (ISBN) and bar code.
- 4) Suggested retail price printed on the back cover, or jacket flap.

At this time, we do not charge a stocking fee for titles left on consignment. We reserve the right to change this in the future.

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Author Name (as printed on book):		
Legal Name (if different):		
Address, City, State & Zip:		
Phone:	Home / Cell / Office	
Email:		
Book Title:		
ISBN:		
Retail Price:		
Number of Units Remitted:		

Consignment Terms

- 1) Author will leave between 2 and 5 copies of the book at Hartfield Book Co. for sale.
- 2) Hartfield Book Co. will display and store books in a secure and prominent location and will promote the book through all of its regular channels.
- 3) Author agrees to advertise that the book is available at Hartfield Book Co.
- 4) Author agrees to provide relevant bio or descriptive information to be used in Hartfield's display and promotion of the book.
- 5) Books will remain at Hartfield Book Co. on consignment for an initial period of four months.
- 6) Financial arrangement will be standard 60/40 publishing industry terms (60% Author; 40% Bookstore).
- 7) Author agrees to offer the book for the same price at all locations it might be available for sale, including online and copies you might sell on your own.
- 8) During the initial period, the author may contact Hartfield Book Co. by email or phone at the end of each month to check stock status and, if books have been sold, may invoice us for them at that time. Invoices must be provided in writing.
- 9) Hartfield Book Co. will pay invoices promptly and no later than 30 days after receipt.
- 10) During the initial period, Hartfield Book Co. may contact the author to request additional copies.
- 11) At the end of the initial period, Hartfield Book Co. and the author will decide whether any extension is mutually beneficial and desired.
- 12) If no extension is agreed upon at the end of the initial period, the author will retrieve any unsold stock and provide Hartfield Book Co. with a final invoice, if necessary.
- 13) Hartfield Book Co. will only pay for sold copies of books. Books that have been damaged or stolen are the financial responsibility of the author.

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