



CHANGING HANDS TEMPE
6428 South McClintock Drive
Tempe, Arizona 85283
480.730.0205 | inbox@changinghands.com

CHANGING HANDS PHOENIX
300 West Camelback Avenue
Phoenix, Arizona 85013
602.274.0067 | inbox@changinghands.com

CONSIGNMENT PROGRAM

Changing Hands is proud to support local authors through our consignment program, which allows us to carry and feature a wider variety of self-published and print-on-demand titles than we could through traditional purchasing. We have provided shelf space to local and independent authors for decades. **Before completing the attached Consignment Request Form, please review the following:**

If an established publisher has published your book(s), please send us notification of your book's publication to the address or email address above. If we decide to carry it, we will purchase it directly from that publisher. You do not need to complete the rest of this form.

If your book(s) are published or not readily available through our normal wholesalers, we may choose to sell them in our stores on a consignment basis. When your book(s) are on consignment, they remain your property until sold. Changing Hands cannot be responsible for lost or stolen merchandise. If you would like your book(s) to be considered for our consignment program, please follow these guidelines:

- Please make all consignment requests in writing via this form. We are not able to accommodate walk-ins or telephone inquiries at either our Tempe or Phoenix locations.
- To be considered for our program, your book(s) must have the following:
 - ◆ A printed and bound spine displaying the title and author name (no spiral binding, please)
 - ◆ Paperback, hardback, board, or equivalent cover displaying the title and author name
 - ◆ A 13-digit International Standard Book Number (ISBN)
- Our consignment review process usually takes several business days – we will notify you via email of our decision as soon as possible. Materials submitted cannot be returned via mail. We will hold all materials for 30 days for in-store pickup at your earliest convenience. Review decisions made by our buyers are final.
- When we carry your book(s) on consignment, we will stock your book(s) on our shelves for a period of at least three months (the consignment period)— **two copies** at a single location or **three copies** split between both locations (\$25 administration fee required **per store**). As books sell, we will request additional copies from you as needed.
- Upon the sale of your book(s), you will receive 60% of the retail value of the book per copy sold. Checks will be sent every 60 days when the amount due is \$25 or more. If total sales do not exceed \$25 before the expiration of consignment period, you will receive payment when books are returned.
- At the end of the consignment period, we will evaluate the success of your book(s). If no books were sold, we will ship all books to you. If we decide to continue to carry your book, we will extend the consignment period as warranted by continued sales. If we decide not to extend the consignment period, we will ship all unsold books to you.

New to consignment? Here's some tips:

- Encourage everyone you know – your family, friends, and other contacts – to purchase your book(s) at Changing Hands Tempe and Phoenix during your consignment period.
- Contact local media and other outreach channels to announce that your book(s) are available for purchase at Changing Hands Bookstore.
- Send out press releases, review copies, and other promotional materials to generate interest. Create a visible social media presence.
- Get involved with book clubs, schools, libraries, and other organizations relevant to your book(s) subject matter. The greatest success comes from a wide array of author-coordinated outreach programs.



CHANGING HANDS TEMPE
 6428 South McClintock Drive
 Tempe, Arizona 85283
 480.730.0205 | inbox@changinghands.com

CHANGING HANDS PHOENIX
 300 West Camelback Avenue
 Phoenix, Arizona 85013
 602.274.0067 | inbox@changinghands.com

CONSIGNMENT REQUEST FORM

Instructions:

Complete this form in its entirety and bring or mail two copies (three copies if requesting placement at both locations) to either address above. If you have more than one title you'd like considered for consignment, complete one form for each book. We will notify you of our decision as soon as possible.

YOUR CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone Number: _____

CONSIGNMENT BOOK INFORMATION

Title: _____

ISBN-13: _____ Subject: _____

Publication Date: _____ Retail Price: _____

Desired store: Tempe Phoenix Both (additional fee applies)

SUBMISSION CHECKLIST

- This form, completed in full
- Check for administrative fees (made payable to "Changing Hands Bookstore")
 - \$25 for single store consignment at Tempe **or** Phoenix
 - \$50 for double store consignment at Tempe **and** Phoenix
- Two copies (or three copies for double store consignment) of your book
- Put the above in an envelope clearly labeled "consignment request" and mail or drop off at one of the above addresses

Signed: _____ Date: _____