

Signing Request Procedures

Dear Authors,

We at The Twig Book Shop are very happy to support our local authors, whether self-published or published by a major publisher. Anyone who has poured out their souls over a blank page has my respect and admiration.

We offer two types of signing events: a Reading and a Sit & Sign. For information about these types of events, and to determine which type might be better for you, please see our corresponding document: [Event Offerings at The Twig](#).

There are occasions when we might reject a book. Sometimes a book is just not a good fit for The Twig. We reject hundreds of titles from our publishers every season. Staying in business as booksellers these days requires we be ever more sensitive to the demands of our customers and knowledgeable about the inventory on hand. Sometimes books, particularly self-published books, still require editing at the time of publication. While I do not read each book that comes across my desk, I am especially alert to the fact that books we put in children's hands must be of high quality. All books should be well-edited.

Unless we have an account with your publisher, we require that we sell your books on consignment where you provide the books and we pay you 60% of the retail value for each book sold.

I must humbly request that you not show up unannounced to request a signing. While I often enjoy these meetings immensely, my job is fraught with interruptions that too often prevent a task from being accomplished at all or, in the very least, being done inefficiently. Thank you for understanding.

Since multi-tasking seems to be an inherent part of this job, I depend on email trails to keep track of the details of each event. I depend on the information we share in these missives. It is through an email that we will determine an appropriate date.

Having said that, I look forward to working with you and getting your book into more people's hands.

Claudia Maceo, Manager

Signing & Consignment Request Form

Submission checklist:

- This form, completed in full
- One (1) copy of book to be considered for signing/consignment
- \$20 check for handling fees, made payable to The Twig Book Shop, to be returned if book is not accepted for consignment

Date of Submission: _____

Author/Consignor Contact Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Consignment Book Information:

Author: _____

Title: _____

ISBN: _____ Retail Price: _____

Publication Date: _____

Event Information:

Prospective dates for event: _____

Type of signing you're interested in: _____

Number of personal contacts you believe will attend the event: _____

Summary of planned marketing efforts (Facebook, Twitter, e-mail list, etc [see our Marketing Package]):
