

## **VENDOR AGREEMENT & FEE CHART**

### **Here's How It Works:**

- You are assigned a Vendor Number.
- Vendors price their own books; see example below.

### **Up-Front Fees:**

1. **\$2.00 handling fee per book** to be shelved.

Sales tax will be charged on these fees. (This is a 1-time charge, not a monthly fee.)

2. **\$2.50 handling fee option:** For those who do not wish to pay the \$2.00 fee up front—you will be charged \$2.50 per book, and have it deducted from your first month's check. (It would carry over to the next month if there were not enough sales to cover the fee.)

3. **\$5.00 glass case fee:** There is a fee of \$5.00 per book to put them in a locking glass display case.

4. Most in-coming books will be listed on our website to help get more sales. Another 3% fee will be charged for books purchased in the store with credit cards.

- If your monthly total due is less than \$75.00 it will be carried over into the next month.

- When books are sold they will be recorded on the computer and on hard copy to insure that proper records are kept of each vendor's sales. When books sell the vendor is charged per the scale to the right. Vendor will not be assessed fees on sales tax. All sales tax will be collected and paid to the State of Utah by Eborn Books.

### **How To Price & Identify Your Books:**

- All books should be priced (in pencil) on the upper right hand corner of the first blank page of each book.

- Below the price is the Vendor number.
- Below the Vendor number can be placed an item number (optional).

- Below the Item number please indicate what section you wish the book to go in.

- Example of Vendor's pricing & Info:  
This information should be clearly written but be as small as possible.

For the Section you wish the book to be placed in—see the store category list.

title, author, or some abbreviation.

- The print-out will show total sales, less the fees; & reflect the amount due to the vendor.

### **What About Theft?**

- Theft is a reality for any business. Each vendor is responsible for their own missing items. Eborn Books will do all it can to prevent theft, but does not assume any responsibility for the lost or stolen items of any vendor. Eborn Books itself is a vendor and is responsible for its own items. Vendors may wish to insure their books, especially if they have many.

### **Insurance:**

- Vendors planning on placing a large volume (and value) of books on consignment, may want to get special insurance on their books and keep a detailed list of the books they have consigned. You may check on simply adding to your home insurance.

### **Other Conditions:**

- If a book remains on the shelf for a very long time, & doesn't sell, or Eborn Books determines that it is simply priced too high to sell, the book may be pulled and returned to the Vendor for removal or price adjusting.

- Our front end and sales fees may be changed at any time.

- Eborn Books reserves the right to refuse any book's placement in the shop for any reason; i.e. poor condition, too many copies of said title already in the store, risque content, etc. There are certain books we do not accept, and that may change from time to time.

- If a vendor wishes to change a price it must be done at the counter with store personnel. Absolutely no erasing or writing in books is allowed throughout the store.

### **Fee at Time of Sale:**

Books up to \$199	— 39%
\$200-\$249	— 38%
\$250-\$299	— 37%
\$300-\$349	— 36%
\$350-\$399	— 35%
\$400-\$499	— 34%
\$500-\$599	— 33%
\$600-\$699	— 32%
\$700-\$799	— 31%
\$800-\$899	— 30%
\$900-\$999	— 29%
\$1,000-\$1,499	— 28%
\$1,500-\$2,999	— 27%
\$3,000+	— 26%

High End Items placed in the glass case, \$3,000 and up, may be placed in the safe at night.

### **YOUR VENDOR NUMBER IS**

I, as a vendor, agree to the preceding terms and conditions and recognize that fees can be changed by Eborn Books at any time. I also understand that certain aspects of the agreement may need to be altered from time to time and that they may be issued in an addendum to this agreement, or a memo.

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

### **VENDOR INFORMATION:**

### **Getting Paid For Your Books:**

- Checks will be available on the 10<sup>th</sup> of each month, for the previous month's sales. Checks not picked up by the 20<sup>th</sup> of the month will be mailed.

- Checks will be accompanied with an itemized print-out of sales. Items without item numbers will be identified briefly by

Scale as of April 1, 2008

The undersigned hereby agree to all terms and conditions in the agreement on pages 1 and 2 of this

document. Page 3 is an example of the contract used with consignment vendors. \_\_\_\_\_ can alter or reword the contract to suit their needs.

\_\_\_\_\_  
**Consignee** \_\_\_\_\_ (Date)

\_\_\_\_\_  
**Consignee** \_\_\_\_\_ (Date)

\_\_\_\_\_  
**Eborn Books** \_\_\_\_\_ (Date)

\_\_\_\_\_  
**Eborn Books** \_\_\_\_\_ (Date)