

Augsburg Fortress

P U B L I S H E R S

Consignment Order Form

To facilitate sales of your work, please complete the following form and fax it to Customer Service, Attn: Accounts Setup (1-800-722-7766) no less than 30 days prior to when you wish the products to arrive.

1. **Event Coordinator** _____ Phone _____
(Individual responsible book sales)

2. **Product Title*** _____ Quantity _____
ISBN _____

* list additional titles on attached sheet, if necessary

3. **Event Name**** _____ Date _____
Location _____ Phone _____

4. **Ship-to Address** _____ Products need to arrive by _____

Shipping Contact Person _____ Phone _____

** list additional Events/Locations on attached sheet, if necessary

5. Responsibilities

- a. Augsburg Fortress agrees to ship the requested products for the Event to be sold at a price specified by Augsburg Fortress (which will include tax and shipping).
- b. The Event Coordinator agrees to:
 - *Before the Event:* Check the quantity against the packing document and notify Augsburg Fortress immediately of any quantity discrepancy or damaged goods.
 - *During the Event:* Collect checks from customers made payable to Augsburg Fortress for the amount specified for each copy (which will include tax and shipping). NOTE: We cannot accept cash or credit cards. If you wish to accept cash, then you must remit with your personal check.
 - *After the Event:* Send all checks collected, along with an accounting of products sold, to Augsburg Fortress via traceable method.

Return all unsold products with the original packing document, using the label provided.

6. **Acceptance:** I have read and understand these arrangements, and agree to fulfill my responsibilities as discussed above. I agree that 30 days after the Event any difference between the number of products supplied, and the number of products returned and sold may be charged to the following account:

___ Augsburg Fortress Account Number: _____

___ Credit Card: Visa MasterCard American Express Discover

Charge Card# _____ Expiration Date _____

Agreed: _____
Signature of Event Coordinator

Date _____

Printed Name