CONSIGNMENT APPLICATION

Lykke Books · (507) 276-8724 · lykkebooks@gmail.com
203 N Minnesota St, New Ulm, MN 56073

PROGRAM OVERVIEW

Lykke Books is proud to support local artists, authors, and artisans through our consignment program.

We offer consignment opportunities at Lykke Books within our storefront at Ulm Sweet Ulm to promote exposure of local artisans, artists, and businesses to a broader audience. Please complete the following application and return it to the bookstore either physically or through email to **lykkebooks@gmail.com**.

PROGRAM TERMS

1. **FEE**: Consignment is labor intensive — creating accounts, tracking sales, managing stock and issuing payment must be done for each consignor. Recognizing this, Lykke Books collects a non-refundable, one time **setup fee of $10 for every five unique items** (or SKUs) to be built into our point-of-sale system. This fee may be waived at Lykke Books' discretion.
2. **TERM**: Lykke Books will display and sell consigned products in 3-month increments ("sales period"), to be trued up in January, April, July, and October for the previous quarter's sales.
3. **CONSIGNOR RESPONSIBILITIES**: The consignor is responsible for:
    - Providing a retail price list to Lykke Books **at least 7 days** ahead of desired display date(s).
    - Displaying and merchandising their products, including providing any fixture needs. Lykke Books has a limited number of fixtures and accessories that may be used as available. Consignor agrees to meet with Lykke Books ahead of the sales period to walk through any display needs and to finalize any outstanding details.
    - Labeling goods with prominent, customer-facing retail pricing.
    - Replenishing out of stock products as needed, in a reasonable timeframe. Lykke Books does not track inventory levels for individual products.
    - Promotion/marketing is expected of both parties. Lykke Books will do an initial promotion on Lykke Books' social media and marketing channels. The consignor is expected to promote the products through their own personal and professional channels on a regular basis as well provide Lykke Books with the following:
        i. Detailed product information if desiring to be made available on Lykke Books' online store. This includes: Digital photos of individual products, and product descriptions.
        ii. Artist statement and 100-150 word bio
        iii. High resolution head shot (does not need to be professionally done)
    - Removal of unsold products at conclusion of the sales period or termination of the agreement.

4. **SALES**: For sold products, the consignor will receive __% of the retail price (set by the consignor), and Lykke Books will retain __%. Lykke Books will collect and report sales tax as applicable on goods sold.
5. **PAYMENT**: Sales are calculated at the end of each sales period. The consignor will receive a mailed check within 30 days for any retail sales during the previous sales period.
6. **PROCESS**: At the end of the sales period, Lykke Books will contact the consignor to return any unsold or excess product, and to either renew or terminate the consignment contract. Any postage or shipping fees are the responsibility of the consignor. **If product is not picked up within 30 days of the end of the contract, the product becomes the property of Lykke Books and may be donated or destroyed.**
7. **TERMINATION**: Either party may terminate the consignment agreement at their discretion. Lykke Books will provide 30 days written notice to the consignor with intent to terminate the agreement; the consignor may terminate at any time.
8. **LIABILITY**: Lykke Books is not financially responsible for lost, stolen, or broken products.

GENERAL INFORMATION

Product Type(s):	Website link (if available):
Additional Information (as needed):	

CONSIGNOR INFORMATION

The Consignor is the individual who is primarily responsible for delivering product, accepting payment, and acting as liaison with Lykke Books. Payment for product sales will be sent to the individual provided below. It is the responsibility of the Consignor to update the bookstore with any changes to contact information.

Consignor Name (First & Last)		
Email	Phone Number	
Mailing Address		
City	State	Zip Code
Consignor Signature		