**GUIDELINES & PROCEDURE**

**The following procedures ensure the smooth running of the Book Shop and the accurate calculation of sales. Please read these guidelines and complete the necessary procedures before bringing your books to the Book Shop. Failure to do so will delay the processing of your books and may prevent inclusion altogether.**

* You must be a delegate or tutor at the School to sell your books in the Book Shop.
* Books are left in the Book Shop at the author’s own risk.
* 11% of each book sale goes to the School to cover costs, including card payment facilities.
* Notify the [Book](http://www.swanwickwritersschool.org.uk/book-room.html) Shop Organiser as early as possible of your intention to bring books – No. of titles; total No. of books; if you wish them to be listed under a pseudonym, plus flag any that are priced over **£20.**
* Provide a postcard (or similar sized card) for each book bearing title/author/price.
* Do not place the cards inside the books until they have been checked at the School.
* Where possible, please round up prices for ease of calculation. This would be appreciated.
* Authors cannot remove books during the week without the express permission of the Book Shop Organiser, Liaison, or Treasurer who will make arrangements.
* Payment is by BACS (UK Banks, only) or cheque (75p charge. Please provide a SAE)
* For payments in cash (overseas delegates, only), arrangements must be made with the Treasurer beforehand.
* Payment will be made as soon as possible after the School has ended.
* Complete the personal details and payment section and the form on page 2 and wherever possible send the form to the treasurer. If not sent beforehand, then…
* Bring your form, cards and books to the Book Shop between 3:30 and 6.30pm on the Saturday.
* **Do not enter the Book Shop until you are called forward and have completed all the necessary procedures.** Forms and cards (at a small fee) will be available should you require them.
* Book collection is on Thursday between 10:30 and 11:00am. You will be asked to verify your sales by signing the form before collecting your books. Any issues must be brought to the attention of the Treasurer immediately and amendments agreed before the end of the School.
* If you brought your books in a box, then please use the same one to take them home.

**The Book Shop is a busy place so whether during setting up and taking down or throughout the week, please be patient. In keeping with our Code of Conduct, we expect delegates to treat the Book Shop Volunteers and each other with respect at all times.**

**Thank you.**

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| Name *(as on booking)*: | | |
| I wish to be listed under the pseudonym: | | |
| Email: | | Mobile: |
| **Payment Options: Please indicate which to be used** | Cheque (SAE Required, 75p fee) | |
| BACS\* (Bank details to Treasurer) | |
| Return your completed form to [treasurer@swanwickwritersschool.org.uk](mailto:treasurer@swanwickwritersschool.org.uk) by 3rd August 2024 | | |

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| **DETAILS OF BOOKS FOR SALE** | | | | | | | | |
| **Author’s Name** | | **Title of Book** | | **No. In** | **No. Out** | **No. Sold** | **Price** | **Total Sold** |
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|  | | | | **Total** | | | | **£** |
| For Office Use | | | | **Less 11%** | | | | **£** |
| Payment by | BACS | | CHEQUE | **Amount B/F** | | | | **£** |
| Date Paid | |  | | **Total Amount Due** | | | | **£** |