



# McLean & Eakin, Booksellers

## Book Stock/ Author Appearance Policies and Procedures

If you are interested in having McLean & Eakin sell your work or host an author appearance, please provide the following information. Completed materials will be reviewed by our committee and we will respond to your request in writing the month. Please note that any materials presented at the height of the summer (July 4th through Labor Day) will be reviewed in September and those presented during the winter holidays (Thanksgiving through New Year) will be reviewed in January. Thank you for your interest.

1. What have you written?
2. Who is your publisher?
3. What is your discount from the publisher?
4. What is the return policy?
5. What is the date the book is available?
6. Will your work be carried by one of the major distribution copies?
7. Where have you been reviewed and could you provide copies?
8. Do you know how many of your books have been sold?
<b>If you are requesting a signing, please answer questions 9-11</b>
9. Where have you signed? Have you done anything around the Petoskey area?
10. Does your publisher supply any promotional materials (posters, bookmarks?)
11. Are co-op funds available?
<b>Return to McLean and Eakin, Booksellers, 307 East Lake Street, Petoskey, MI 49770 Fax:(231) 347-0247 Phone:(231) 347-1180 Email: Books@McLeanandEakin.com</b>

Author Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_