CHAPTER & VERSE BOOKSTORE

Independent Author Bookshelf Membership Agreement

Welcome

Thank you for your interest in becoming a **Chapter & Verse Bookstore Bookshelf Member**.

Chapter & Verse Bookstore is an independent, faith-based bookstore dedicated to inspiring readers, strengthening communities, and creating opportunities for independent authors to thrive. We specialize in faith-based, inspirational, and purpose-driven literature while intentionally celebrating and amplifying African American voices, stories, and culture.

Our mission is to connect readers with books that educate, encourage, and transform lives while providing independent authors with meaningful opportunities to increase the visibility and accessibility of their work through bookstore placement, online sales, and community engagement.

This membership program is available exclusively to authors who were **not published through TFL Media Company**.

AUTHOR INFORMATION

Author Name: _____

Pen Name (if applicable): _____

Publishing Company (if applicable): _____

Mailing Address:

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Website: _____

Social Media: _____

MEMBERSHIP SELECTION

Please select one membership level.

☐ Starter Membership — $5 per Month

Includes placement for **one (1) title**

☐ Growth Membership — $9 per Month

Includes placement for **two (2) titles**

☐ Premier Membership — $13 per Month

Includes placement for **three (3) titles**

MEMBERSHIP BENEFITS

All Bookshelf Memberships include:

- Professional in-store bookshelf placement
- Listing on the Chapter & Verse Bookstore website
- Eligibility for scheduled email marketing campaigns
- Consideration for featured in-store displays
- Consideration for in-store promotional flyers
- New Release promotions
- Seasonal promotions
- Featured Author spotlights
- Social media promotion
- Invitations to bookstore events
- Book signing opportunities
- Workshops
- Community literacy events
- Book club participation opportunities
- Quarterly sales reports
- **100% of all book sales**
- **No royalty or commission retained by Chapter & Verse Bookstore**

Marketing opportunities are provided at the sole discretion of Chapter & Verse Bookstore and are not guaranteed.

BOOK INFORMATION

TITLE ONE

Book Title: _____

ISBN: _____

Genre: _____

Retail Price: _____

Quantity Submitted (Minimum 2): _____

TITLE TWO

Book Title: _____

ISBN: _____

Genre: _____

Retail Price: _____

Quantity Submitted: _____

TITLE THREE

Book Title: _____

ISBN: _____

Genre: _____

Retail Price: _____

Quantity Submitted: _____

Additional Titles / Notes

INVENTORY REQUIREMENTS

- Authors must provide a minimum of **two (2) copies** of each title accepted into the bookstore.
- Inventory remains the property of the author until sold.
- Chapter & Verse Bookstore reserves the right to determine the quantity of books displayed based on available shelf space.
- Authors are responsible for replenishing inventory as requested.

INVENTORY REPLENISHMENT

When inventory becomes low, Chapter & Verse Bookstore will notify the author.

Authors agree to replenish inventory within **14 days**, whenever reasonably possible.

Failure to replenish inventory may result in temporary removal of the title from active promotion until replacement inventory is received.

SALES PAYMENTS

Sales reports will be prepared and distributed **quarterly**.

Payments for books sold will be distributed **within fifteen (15) days after the close of each calendar quarter** using the author's preferred payment method on file.

Quarterly Payment Schedule

January – March
Payment by **April 15**

April – June
Payment by **July 15**

July – September
Payment by **October 15**

October – December
Payment by **January 15**

Each quarterly report will include:

- Book title(s)
- Quantity sold
- Gross sales
- Membership fees paid
- Net payment due

Minimum Payment Threshold

No payments will be issued for balances under **$25.00**.

Balances below **$25.00** will automatically roll over to the next quarterly payment until the minimum payment threshold has been reached.

PAYMENT INFORMATION

Preferred Method to Receive Quarterly Payments

☐ Check

☐ PayPal

☐ Cash App

☐ Zelle

Payee Name:

Payment Username/Email:

Mailing Address (if payment by check):

WEBSITE LISTING

To create your online bookstore listing, authors agree to provide:

- High-resolution book cover
- Book description
- Author biography
- ISBN

- Retail price
- Author photo (optional)
- Website (optional)
- Social media links (optional)

MONTHLY MEMBERSHIP FEES

Bookshelf Membership fees are billed monthly and will be **automatically debited** from the payment method authorized by the author.

Membership Levels:

- **Starter Membership** — $5/month (1 title)
- **Growth Membership** — $9/month (2 titles)
- **Premier Membership** — $13/month (3 titles)

Authors are responsible for maintaining a valid payment method throughout their membership.

Failure to maintain an active payment method or keep membership fees current may result in suspension of membership benefits and temporary removal of books from the bookstore until the account has been brought current.

AUTOMATIC PAYMENT AUTHORIZATION

I authorize Chapter & Verse Bookstore to automatically charge my authorized payment method each month for my selected Bookshelf Membership.

I understand that:

- Membership fees are billed monthly.
- Membership continues until cancelled in writing.
- Outstanding balances must be paid before membership is terminated.

☐ I authorize recurring monthly membership payments.

Author Signature:

Date:

RETAIL PRICING

Retail prices must remain consistent with the pricing submitted by the author.

Any price changes must be submitted to Chapter & Verse Bookstore in writing before becoming effective.

UNSOLD INVENTORY

Authors may cancel their membership at any time by providing written notice.

Remaining inventory must be picked up, or shipping arrangements made, within **30 days** unless other arrangements have been approved.

DAMAGED OR LOST INVENTORY

Chapter & Verse Bookstore will exercise reasonable care in handling inventory.

However, the bookstore shall not be responsible for loss or damage resulting from theft, fire, flooding, natural disasters, vandalism, accidents, or other events beyond its reasonable control.

AUTHOR EVENTS

Bookshelf Members may be invited to participate in:

- Book signings
- Book launches
- Workshops
- Panel discussions
- Community literacy events
- Reading programs
- Book clubs
- Special bookstore events

Participation is voluntary and subject to event availability.

AUTHOR CONTACT INFORMATION

Authors agree to notify Chapter & Verse Bookstore of any changes to:

- Mailing address
- Email address
- Telephone number
- Payment information

AUTHOR AGREEMENT

Please initial each statement.

_____ I certify that I own or have legal authorization to sell the books listed in this agreement.

_____ I understand that my monthly membership fee is based upon the membership level selected.

_____ I understand that Chapter & Verse Bookstore does **not** retain any royalty or commission from the sale of my books.

_____ I understand that I will receive **100% of the proceeds from all books sold**.

_____ I authorize Chapter & Verse Bookstore to automatically debit my authorized payment method for my monthly membership fee.

_____ I understand that my membership includes bookstore placement, website listing, scheduled email marketing opportunities, and promotional consideration.

_____ I understand that marketing opportunities are provided at the discretion of Chapter & Verse Bookstore and are not guaranteed.

_____ I understand that I am responsible for replenishing inventory when requested.

_____ I understand that I will receive quarterly sales reports and payments within fifteen (15) days after the close of each calendar quarter.

_____ I understand that balances under **$25.00** will automatically roll over until the minimum payment threshold has been met.

_____ I understand that I may cancel my membership at any time by providing written notice.

_____ I understand that placement in Chapter & Verse Bookstore does not guarantee book sales.

AUTHORIZATION

I have read, understand, and agree to the terms of this Independent Author Bookshelf Membership Agreement.

Author Signature:

Printed Name:

Date:

OFFICE USE ONLY

Date Received: _____

Received By: _____

Membership Level:

☐ Starter

☐ Growth

☐ Premier

Books Received: _____

Number of Titles: _____

Inventory Entered By: _____

Shelf Location: _____

Website Listing Completed: ☐ Yes ☐ No

Email Campaign Scheduled: ☐ Yes ☐ No

In-Store Flyer Created: ☐ Yes ☐ No

Social Media Scheduled: ☐ Yes ☐ No

Automatic Billing Enrolled: ☐ Yes ☐ No

Quarterly Payment Profile Created: ☐ Yes ☐ No

Author Welcome Packet Sent: ☐ Yes ☐ No

Staff Initials: _____

Notes: