STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES
OFFICE OF PROCUREMENT

PUBLICATIONS CONSIGNMENT REQUEST & AGREEMENT

DGS/PROSS 1000 (3-88)

Complete Part I and Part II of this form in triplicate and forward to Publications Section, P.O. Box 1015, North Highlands, CA 95660, Attn: Forms and Publications Manager.

NOTE: Your publication will not be accepted without a consignment agreement on file with the Publications Section.

NUMBER

DATE

CONSIGNMENT AGREEMENT NUMBER

EXPIRATION DATE

PART I

TITLE OF PUBLICATIONS

NUMBER OF PAGES

OVERALL DIMENSIONS

PUBLISHING AGENCY AND DIVISION

NUMBER OF COPIES TO BE

PRINTED (EACH)

CONSIGNED (EACH) (NOT TO EXCEED ESTIMATED ANNUAL SALES)

ESTIMATED DATE PUBLICATION WILL BE AVAILABLE FOR CONSIGNMENT

DURATION OF PLANNED PUBLICATION

☐ CONTINUING - WILL BE REPRINTED UNDER SAME TITLE

☐ ONE-TIME - WILL NOT BE REPRINTED WHEN STOCK IS EXHAUSTED.

STOCK REPLENISHMENT

☐ TOTAL PRINTING TO BE STORED BY PUBLICATIONS SECTION - EXCEPT SMALL QUANTITY (100 OFFICE USE)

☐ BASIC STOCK TO BE WAREHOUSED BY PUBLISHING AGENCY FROM WHICH CONSIGNMENT STOCK WILL BE REPLENISHED

IF MORE THAN 5% OF THIS PUBLICATION IS DISTRIBUTED BY THE PUBLISHING AGENCY AT NO CHARGE, EXPLAIN FREE DISTRIBUTION PROGRAM IN PART II

ESTIMATED ANNUAL SALES - NUMBER OF COPIES (EACH)

CURRENT STOCK ON LAND (EACH)

TYPICAL SALE TRANSACTION

☐ SINGLE COPY

☐ MULTIPLE COPIES (2-12)

☐ BULK QUANTITIES (12-100)

REIMBURSEMENT

AMOUNT PER COPY WHICH MUST BE RECOVERED BY CONSIGNING AGENCY — $ _____ EACH

NOTE: RETAIL PRICE WILL BE THE AMOUNT PER COPY WHICH MUST BE RECOVERED FOR THE PUBLISHING AGENCY PLUS PUBLICATIONS SECTION DISTRIBUTING COSTS

PERSON TO CONTACT REGARDING THIS PUBLICATION

NAME

ADDRESS

TELEPHONE NUMBER

TITLE

SHIPPING AND PACKAGING INSTRUCTIONS — A packing slip furnished by Publications Section must be included in the shipment, indicating item description, quantity, item code number and publication number when shipped to Publications Section, 4625 Watt Avenue, No. Highlands, CA 95660. NO shipment will be accepted without a written order from Publications Section. All packages to be marked with item code, description and quantity.

PART II — ADDITIONAL COMMENTS AND INFORMATION — PUBLISHING AGENCY

(OVER)

PART III — DO NOT WRITE IN THIS SPACE

DISTRIBUTION COSTS

POSTAGE OR SHIPPING COST PER UNIT	$	AGENCY REIMBURSEMENT	$
PACKING WORK UNITS COST PER UNIT	$	DISTRIBUTION COSTS	$
MANAGEMENT COSTS (STORAGE, ORDER PROCESSING, ETC.) COST PER UNIT	$	TOTAL (EACH)	$
TOTAL DISTRIBUTION COSTS PER UNIT	$	SALES TAX	$
		TOTAL RETAIL SELLING PRICE (EACH)	$
		ROUNDED TO NEAREST .05 (EACH)	$

CONSIGNMENT TERMS AND CONDITIONS

A maximum quantity not to exceed the estimated annual sales of this publication will be accepted by Publications Section on consignment for sale at the retail price shown above. The publishing agency will be reimbursed $ _____ for each copy sold. In consigning this publication to the Publications Section for sale, the publishing agency understands that reprinting of this publication or response to any public inquiries regarding the status, content or proper interpretation of the contents of this publication are the sole responsibility of the publishing agency. The agency further agrees to coordinate any price lists, press releases, bulletins or other material concerning the ordering or sale of this publication with Publications Section, and if this is a continuing publication, to make readily available additional copies of this publication for replenishment of consignment stocks until such time as the publication is discontinued or this agreement is terminated. This agreement may be terminated by either the publishing agency or the Publications Section on 30 days notice. Consignment agreements will be reviewed every 12 months and revised if conditions in Part II warrant a change in distribution costs. Removal or return of a portion of stock on hand of the publication if sales have been substantially reduced in the past 12 months.

PART IV

QUANTITY ON HAND	USAGE IN LAST 12 MONTHS

NOTE: AFTER STOCK IS CONSIGNED AND RECEIVED AT GENERAL SERVICES, PUBLICATIONS SECTION, AGENCY WILL BE ALLOWED TO HAVE STOCK RETURNED ONLY ONCE DURING A 180 DAY PERIOD. ADDITIONAL REQUEST(S) MUST BE SUBMITTED ON A STANDARD 116 SUPPLY ORDER FORM, RESULTING IN THE ISSUANCE OF AN INVOICE AT THE RETAIL SELLING PRICE.

If the retail price, terms and conditions of Part III and Part IV above are acceptable, sign and return two (2) copies of this agreement to the Publications Section.

FOR PUBLICATIONS SECTION	FOR THE PUBLISHING AGENCY
NAME	NAME
TITLE	TITLE
DATE	DATE