

# Ugly Duckling Presse Partner Bookstore Program

## Terms & Conditions

By signing up to be a UDP partner bookstore, you confirm your receipt of and agreement to the following terms:

### 1. What We Publish, and When

- UDP publishes books in two seasons throughout the year: spring and fall. Spring books are shipped in May and June, fall books are shipped in November and December.
- UDP currently publishes between 14-18 books per year: 10-12 trade paperbacks, plus 4-6 chapbooks.
- UDP publishes mainly poetry and poetry in translation, along with essay, drama/performance texts, books by artists, and hybrid/experimental forms.

### 2. Customizing Your Standing Order

- The default standing order is 2 of each book we publish, but Partner Bookstores can customize book quantities, formats, and/or genres to better suit their readers. For example, PBs can choose to receive 5 copies of each book, or 1 copy each of only full-length titles, or 3 copies each of only translations, etc.

### 3. Discounts

- Partner Bookstores receive a 50% discount + free shipping, as opposed to the standard wholesale discount of 40%.

### 4. Shipping

- Packages are sent via USPS Media Mail, and tracking information is provided on invoices.
- If the shipping address of a Partner Bookstore changes, the PB must notify UDP as soon as possible to prevent lost or returned packages.

### 5. Invoices

- Invoices have Net90 terms, and can be paid via bank card (credit or debit), PayPal, or check.
- Reminders for overdue invoices will be sent promptly after the 90-day pay period ends.

- Unless otherwise specified, invoices are sent to the email address(es) provided at sign-up. If the default email address(es) changes, the PB must notify UDP as soon as possible to ensure prompt receipt of invoices.
- Two past-due invoices will trigger a “pause” on Partner Bookstore shipments. Shipments will resume when all outstanding invoices are paid up.

## 5. Returns

- Books returned in new condition will be accepted for full credit.
- Any credit on a Partner Bookstore’s account will automatically be applied to future orders (and delineated on invoices).
- UDP cannot accept returns for books which have been written in, stickered, bent, creased, or otherwise damaged.

## 6. Direct Orders

- The Partner Bookstore discount applies to all orders, not just the standing order. PBs who re-order any titles outside of their standing order (frontlist or backlist) will receive 50% off and free shipping.
- To place a direct order, please email [orders@uglyducklingpresse.org](mailto:orders@uglyducklingpresse.org) anytime with the titles and quantities you’d like to receive.
- If a Partner Bookstore would like to order more copies of a particular forthcoming title than is outlined in their standing order, they should email [orders@uglyducklingpresse.org](mailto:orders@uglyducklingpresse.org) ahead of the pub date with the title and quantity, so the extra copies can be included in their standing order shipment.

## 7. Discontinuation

- Partner Bookstores may discontinue their participation in the Program at any time.

If you have any questions, please reach out to:

Keri Kelly, Distribution Manager

[orders@uglyducklingpresse.org](mailto:orders@uglyducklingpresse.org)

Studio phone: (347) 948-5170

Ugly Duckling Presse

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