

New Book Vendor Overview

The National Book Department office, handling new book vendor review, is located in Burlington, Ontario. One of the purposes of this office is to negotiate the best terms for a new title or titles and determine if it/they merit review by our book buyers.

Procedure:

- Fill out the TNG Publisher Information Form completely. It is a simple excel spreadsheet to allow you to copy/paste repetitive information as needed. There are also a number of fields with drop-down lists for you to choose the appropriate response.
- The completed TNG Publisher Information Form should be emailed to bookinfo@thenewsgroup.com along with:
 - Current catalog or sell-sheet (if available)
 - A copy of your co-op or marketing allowance policy. If you do not have a co-op or marketing allowance policy, please be sure to advise us in your covering email
 - Current Terms and Conditions for the wholesale market

The National Book Department office will respond via email on whether your terms and conditions are approved. If approved, you will be advised of the procedures for submitting copies of your titles to our book buyers. The buyers will then decide if they would like to distribute the title in their particular retail chains. Subsequent communications with the buyers will incorporate information on the ordering/shipping and returns procedures.