



A-Cappella.com - PO Box 159 - Southwest Harbor, ME 04679
800-827-2936 – www.a-cappella.com

A-Cappella.com Works For You!

A-Cappella.com has increased our CD selection to more than 3,000 titles, grown our sheet music and songbook department to more than 1,800 titles, and enhanced our on-line e-commerce capabilities to include more than 10,000 sound files (with more than 40,000 song “hits” a month!). As a retailer, we offer a wide range of services to groups that we carry in our catalog.

Basic Consignment Retail (amateur, semi-professional and professional groups) CDs, Sheet Music, Video/DVD or Songbooks

Upon acceptance into the catalog, the following will apply:

- A-Cappella.com will review your product, include it on our e-commerce web site with a scan of your CD cover, provide a complete song list and host **30-second MP3 files (or .pdf excerpts, if sheet music)** of the first five songs (or few pages) of your CD or sheet music title (complete downloads are not available from our site). We will advertise your title (s) for sale in our A-CAPPELLA.COM Yak email newsletter (to our more than 20,000 subscribers), and feature them in our “New Additions” department on our web site. We also include a link to your web site in our list of a cappella links. We would ask that you do the same for us from your site.
- Standard CDs retail for \$14.97. Other product prices vary. You will receive **60% of the retail price per item**, with checks sent every other month for product sold during that time. Checks are mailed at the beginning of the next month following the consignment period. For example, if we sold 10 of your CDs in September and October, payment would be sent the first week in November. We require one (1) free copy of the CD for graphics and audio encoding purposes, and in most cases we’d like to start off with 10 CDs to sell (due to space limitations on our shelves). Other products stock levels will be established on a case-by-case basis.
- Due to the high cost of printing, we have moved almost exclusively to an online, rather than printed, catalog/newsletter format. Inclusion in any of our catalogs or newsletters is based on space availability.

If your product proves to generate a sufficient number of sales (determined by us) we will consider switching your status from consignment retail to “High-Volume Retail.”

High-Volume Retail – Chosen at our discretion CDs Only

If we foresee a high rate of sales for your CD, we may choose to use this option:

- Same expansive services as Basic Consignment Retail.

- Standard CDs retail for \$14.97. You receive **\$7.50 per CD**, net 30 days from receipt of invoice or receipt of product (whichever is later). We require one (1) free copy of the CD for graphics and audio encoding purposes.

For other product categories (i.e. sheet music/songbooks/videos/DVDs), net 30 terms will be determined on a case-by-case basis.

College and High School Consignment CDs Only

Due to our past experiences with carrying college CDs, we only offer a consignment relationship with college groups.

- We include your CD on our web site with a scan of the CD cover. We host **MP3 files if created and provided by you**. In our new online newsletter and on our web site, we list CDs available at publication time with no review. ***Please note:** If your CD is out of stock for more than three months, you will be removed from the catalog listings. You must also keep us advised of any contact information changes.
- Payment is the **retail price set by you, minus \$5.00 per CD**, sent every other month for CDs sold in the previous 60 days. This is a new policy, effective beginning September 1, 2007. Checks are mailed at the end of the following month.

We request one (1) free CD for creating the graphics, and an initial consignment amount of 10 CDs (11 total in your first shipment to us). See our address above for shipping.

International Consignment Retail (amateur, semi-professional and professional groups) CDs Only

This option will apply to groups outside the US where sales performance is not yet established:

- A-Cappella.com will review your CD, include it on our e-commerce web site with a scan of your CD cover, provide a complete song list and host MP3 files of the first five songs on your CD (30 second excerpts). We will advertise your title (s) for sale in our A-CAPPELLA.COM Yak email newsletter (to our more than 17,000 subscribers), and feature them in our "New Additions" department on our web site. We also include a link to your web site in our list of a cappella links.
- Standard CDs retail for \$14.97. **You receive US\$9.00 per CD**. Checks in US dollars are mailed bi-monthly or biannually, depending on the volume of sales, or we can wire funds directly to your bank account (see below for more details). We require one (1) free copy of the CD for graphics and audio encoding purposes, and typically an initial shipment of 10 CDs for sale (11 total in your first shipment to us, unless otherwise specified).
- Due to the high cost of printing, we have moved almost exclusively to an online, rather than printed, catalog/newsletter format. Inclusion in any of our catalogs or newsletters is based on space availability.

Payment for International CDs

There are two payment options available for international groups: wire transfer or online via PayPal.

Wire Transfer

A-Cappella.com now has the ability to wire funds directly to your bank account - in your own currency, with minimal exchange rate hits or wire transfer fees. In order for us to do this, we need the following information to set you up as a payee. Please send this info to Jay Emlen at jay@a-cappella.com :

Recipient's Name (Name on Bank Account):

Recipient's Address -

Street Address:

City:

Province/State

Postal Code:

Country:

E-mail Address:

Bank Name:

Swift Code:

OR

Bank Code:

Account Number:

Bank Address

Street:

City:

Province/State:

Postal Code:

Country:

Via PayPal

If you have a PayPal account, we may be able to send money in your currency as well, depending on your location. Contact Jay Emlen at jay@a-cappella.com to see if this payment option will work for you.

Shipping Guidelines for Suppliers/Groups

Cracked jewel cases are no fun for anyone. We are very reluctant to send a customer something that looks less than desirable. Therefore, when shipping product to us for resale, PLEASE take care to package it carefully. Packing dos and don'ts include:

- **DO - Pack product tightly**, with limited movement possibilities. If possible, **product should not touch the sides of the box**, minimizing "crunching" in transit.
- **DO - Pack empty spaces with newspaper, bubble wrap, or styrofoam peanuts.**
- **DO NOT** put product on the ends of the package with empty space in the middle. This INVITES "crunching."
- **DO - Include a paper invoice in the package.** If we do not have an invoice, we cannot guarantee that you will be paid. If you are on a consignment basis, please include a printed copy of the purchase order or email from us requesting product.

******If we receive merchandise that is damaged in transit, we will send the damaged merchandise***

back to you, and subtract that amount from the invoice for that shipment.***

A-Cappella.com Contact List

A-Cappella.com has a staff of professionals and a cappella singers located in our headquarters in Southwest Harbor, Maine. We'd love to hear from you, so feel free to email or give us a call!

Billing & Consignment Questions - Jay Emlen (ME) jay@a-cappella.com

Customer Service/Supplier Relations - Amy Briggs (ME) amy@a-cappella.com

High School Relations/BOHSA Questions: Kate Gooding (ME) kate@a-cappella.com

Executive Director/Everything else - Don Gooding (ME) don@a-cappella.com

You can always contact us via phone as well:

Inside North America – Toll free 1-800-827-2936

Overseas – 01-207-244-7603

Via Fax – 207-244-7613

Visit us online at www.a-cappella.com

FREQUENTLY ASKED QUESTIONS

Where do I send my CDs?

For initial consideration, send them to:

Submissions, A-Cappella.com, PO Box 159, Southwest Harbor, ME 04679

When we add your CD to our catalog, send inventory to **Amy Briggs** at the same address.

Have you reviewed the copy of our CD yet?

We strive to have new CDs reviewed within 30 days of receipt of product, though delays sometimes occur. If you have any questions about the status of your product with us, contact catalog manager Amy Briggs at 800-827-2936 or via email at amy@a-cappella.com

Who will review my CD?

Barbershop, Doo-Wop, Jazz – Don Gooding

Contemporary, World, Jewish– Amy Briggs

Gospel, Christmas, Classical – Jay Emlen

Instructional, Video – Amy Briggs

How many of my CDs will you sell?

The annual sales volume for CDs varies tremendously. For example, in 2001 when Michigan Jake won the international barbershop championship we sold over 200 of their CDs. That same year, we sold zero of some obscure groups' older CDs. So volume usually depends on how well known your group becomes, how much performing and touring you do, and of course, how good your CD is.

What can I do to help sell more CDs?

Here are some suggestions based on previous successes:

1) Add a link from your web page to the specific spot on our e-commerce site where your CD is listed. If your group has multiple CDs we can create a special page on our e-commerce site that has your picture, a brief bio, and all the products we sell by your group. For example, see the Bar and Grill Singers: http://www.a-cappella.com/catalog/artists/cat_bar-grill-singers.html

3) Tour, tour, and gig. The more people hear about you, the more buzz there will be and the more people will be buying your CD who haven't heard you perform live.

4) Submit your CD for awards – specifically, the Contemporary A Cappella Recording Awards (CARAs). See <http://www.casa.org/programs/cara/caras.html> for details.

5) Get your CDs on the radio! CASA maintains a list of a cappella radio shows around the world that would love to play your music. See the list here:

<http://www.casa.org/djlist/index.html> Send those DJs some promo copies to gain worldwide exposure.

Top 10 reasons you should let A-CAPPELLA.COM sell your album:

1. Great customer service – We have friendly, knowledgeable a cappella singers selling your stuff, talking and emailing with customers and keeping them happy, so they stay happy with you.

2. **Integrity** – A-CAPPELLA.COM founder Don Gooding has been around the a cappella community for more than a decade and has earned a reputation for being fair and honest.
3. **25,000+ global customers** – A-CAPPELLA.COM has connected with money-spending a cappella fans who have never even heard of your group, but may be interested in your music. These include a cappella CD collectors you'll probably never reach... like the Japanese gentleman who's spent more than \$8,000 with us over the years! Most of you're a-Cappella.com business is incremental revenue for your group.
4. **20,000+ email subscribers** who look forward to hearing about the latest in vocal music from us.
5. **1,000+ web visitors/day** looking for what's new in a cappella.
6. **Available online 24/7/365**, available in person 9-5 (do you have the resources to take orders, answer questions and solve problems this often?).
7. **Prompt response** – with over \$100,000 in inventory and three full-time staff members, orders are filled promptly, typically no later than the next business day after orders are placed (can you do that for your fans?).
8. **Comprehensive marketing** online with scans, song lists, and for pro groups, reviews and MP3 files.
9. **One-stop shop** – Customers like being able to buy CDs from multiple groups in one order to save on shipping charges.
10. **Time and labor savings** - We do the work, you get the money! What's wrong with that?!?

We strive to maintain a positive and open relationship with all our suppliers. If you ever have any questions about how we do things, or just want to get in touch, please feel free to contact us. Again, our phone number is 800-827-2936 and our general email is info@acappella.com

Regards,
Amy Briggs, Catalog Manager
A-Cappella.com