



SALES AND WANTS NOVEMBER 2021 (FOCS 134)

Embargo Time: 6.30pm, UK time, November 28th

Instructions for sending in entries for the Sales & Wants booklet

All lists should follow the previous Sales & Wants list. Please see below for a brief reminder:- **These instructions were updated in November 2017.**

If you have e-mail, all lists should be typed in Word or rtf format and should then be **attached** to an e-mail sent to FOCS. **We will not accept sales & wants list sent by post from those who have e-mail.** If you do not have access to e-mail please send in your lists typed or neatly handwritten.

All entries should have name, address, telephone and e-mail (as appropriate) at the beginning of the list, followed by Yes/No to Embargo Time.

All lists should begin with EBD books/related books (CS hbs, CS pbs, other EBD, EBD interest etc), followed by other authors in the order in which you wish to sell them. If you are able to please type authors' names in bold. Long lists may be cut for reasons of space. **No lists have been cut this time.**

All titles should be put in italics and should be shortened where possible (eg *School* instead of *The School at the Chalet* or *AG Again* instead of *Abbey Girls Again*). Descriptions should be as short as possible, especially for books under £5.

Please do not say you want any or all of a list of books by one author, but to state specifically which titles you would like. And please do not, when at the embargo time you are told you have been successful, then say that you have bought the title(s) and don't want it/them.

Adherence to the above instructions will make compiling the Sales & Wants booklet a lot easier for those concerned. If your list is sent in incorrectly, you may be asked to re-do it. Please - be considerate - this booklet is put together by volunteers and it adds to their time when, for example, titles are not put in italics.

FOCS takes no responsibility for the accuracy of any items in this leaflet, including but not limited to prices and descriptions, nor for the responsibilities of sellers and purchasers. **Please make payment quickly.**

Deadline for the next Sales & Wants: Tuesday 7 December (by post) and Tuesday 14 December (by email).