CONNECTICUT LIBRARY CONSORTIUM CONTRACTS
Information for Vendors

ADMINISTRATIVE FEES FAQ

As part of our contract, you agreed to pay administrative fees to CLC. See contract Sec. 6, “Administrative Fee”

• How is the amount of the administrative fee determined?
The administrative fee is equal to 2% of total sales. CLC will use your sales reporting to determine your administrative fee. In the event of a dispute between your estimated fee amount and CLC’s assessment, you and CLC will cooperate to determine and agree upon the fee due. See contract Sec. 6b for more information.

• When is the administrative fee due?
Fees are due on the following dates, unless otherwise specified in writing by CLC:
  o February 15 (for sales during the period July 1 through December 31); and
  o August 15 (for sales during the period January 1 through June 30)

• How should we pay the administrative fee?
CLC will invoice your company for the agreed-upon amount of the administrative fee. Invoices will be sent via email. CLC accepts all forms of payment. For more information about submitting payments, or to update your contact information, contact Tracy Monterville at CLC: accounting@ctlibrary.org or 860.344.8777.