# Dear Publisher Update 01/09/2019

After we have finished trading each month we send book publishers a number of documents. First you will get an email with "Your Reports from Central Books for ...." in the subject field this will be your sales reports breaking down the sales by title and giving details on sales, stock and recorded orders (files in this email include csv and pdf versions of your sales report, customer sales report and dues report if there is data to report). Usually some hours after that sales report email you will receive a credit or debit for sales, an invoice or credit for distribution and if we provide sub-contracted representation services an invoice or credit for representation, each of these documents will come as a separate email. The following day after these documents a Statement of Activity is emailed. There are examples of each of these documents below with annotations. If you should have any queries about these documents please take a look at these examples.

### Getting Paid and when you will be paid

Most publishers are due payment for sales less any charges 100 days after the end of the month of sale. Payment is usually made by Alison Mansfield (alison@centralbooks.com) in accounts so please contact Alison if you have a payment query. The "Example" publisher in this document could look at the payment due date on the Credit for Sales to see when payment is due. We usually delay payment when the amount owed is less than £100, waiting for a future month to push the amount due above £100.

Central Books self-bill publishers. This means we do not require invoices from publishers for whom we have sold books.

## Publishers of DVD's and other non-zero rate products

Books in the UK are sold with zero VAT. For those VAT registered UK publishers for whom we distribute non-zero rated VATable products the credit or debit for sales is a self-billing VAT document with regards to payment for these VATable products. If we have not been given a VAT number we can not self-bill with VAT.

#### **Magazine Publishers**

We do report magazine sales in a slightly different way please visit <u>https://www.centralbooks.com/kbase/article/s/?s=Understanding+Magazine+Sales+Reports</u> for more information.

I hope this letter and the examples below are helpful. Please do tell us if our explanations could be better.

Mark Chilver Central Books mark@centralbooks.com

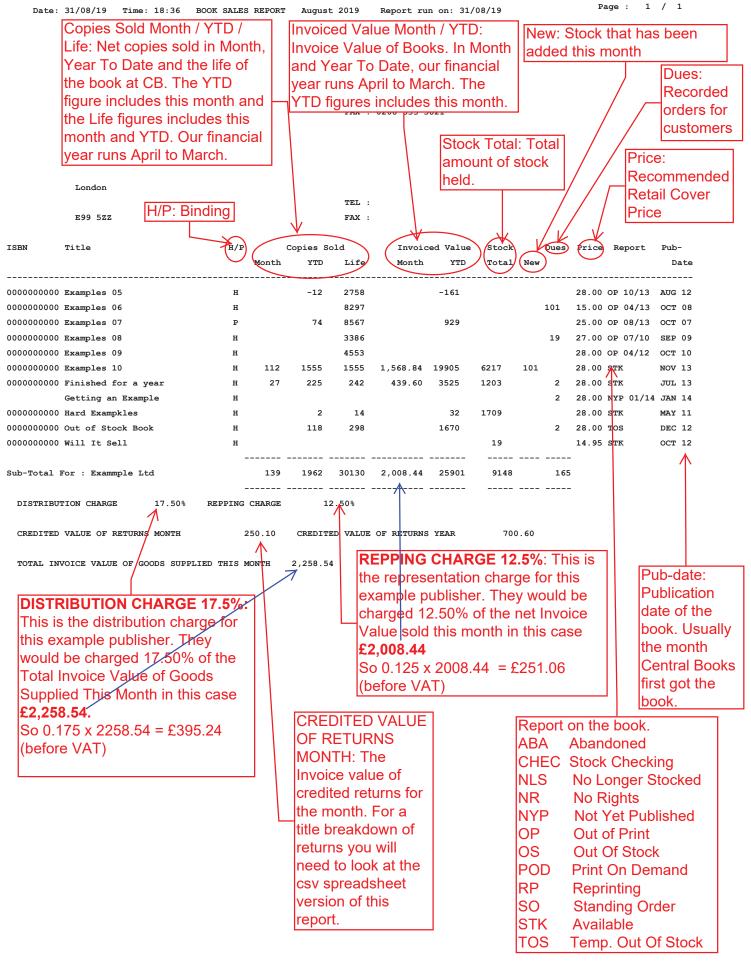
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# CENTRAL BOOKS

**Statement of Activity for Publisher** From Central Books Ltd 50 Freshwater Rd London RM8 1RX **Month of Activity:** August 2019 Sales Publisher: Example Publisher Imprint Payment Head Office: Example Publisher Holdings Group

	Document Number	Excluding VAT	VAT	Including Vat
Due for Sales	PC00001	2008.44	0.00	2008.44
Distribution Deduction	DD00001	395.25	79.05	474.30
Representation Deduction 1	RD00001	251.05	50.21	301.26
Representation Deduction 2				
Total due FOR sales less deductions				1232.88
for charges				



There is not space here to explain all the information you can read from this kind of report. To understand this report further you might like to visit <u>https://www.centralbooks.com/kbase/article/s/?s=understanding+book+sales+report</u> and click through to see explanations.