

Distributing Books & Magazines Since 1939

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Dear Publisher

Updated 8th October 2016

We now provide three monthly sets of documentation by email for magazines publishers, each are emailed separately;

- 1. Sales Reports
- 2. Credit for Sales or a Debit for Sales*
- 3. Statement of Activity

On the pages below are examples of some of the docuements involved.

We hope these pages will help you understand our monthly reporting.

Magazine publishers often ask us if they need to provide us invoices for what we have sold. We do not require invoices; we are self-billing. If a publisher needs to produce invoices for their own internal accounts system that is no problem but we will only pay against our own self-billing credits and debits for sales.

Should you need to enquire about when you will be paid or what you will be paid the best place to start is with the person who pays publishers, Haris Charalampos Tzathas (charalampos@centralbooks.com). For clarity Sasha Simic (sasha@centralbooks.com) usually emails the sales reports, he deals with sales and reporting, Haris makes the payments.

Please take a look at all the example documents they include two example sales reports showing what each column means and how charges are calculated. Sales reports are not standardised across the industry and are often a source for confusion. Each monthly sales reports shows a summary of what we sold in that month and the life sales to date. Sales reports are about all sales events in a given month not just what happened to one individual issue. We pay against these sales reports. We do not pay against the sales of just one issue.

(* Please note you will get a "Debit for Negative Sales" in months where the value of unsold returns from shops exceeds the value of what we have supplied to shops. For example, this will happen with magazines that are published less than once a month. The life sales of an issue will never be negative but we can have negative sales in one month.)

Mark Chilver Central Books mark@centralbooks.com Example of what a **Statement of Activity** will look like when the retail value for hypothetical publisher (Example Magazine) was £1000.00 in July 2013 and Example Magazine earn 40% of the retail value from sales.

CENTRAL BOOKS

Statement of Activity for Publisher

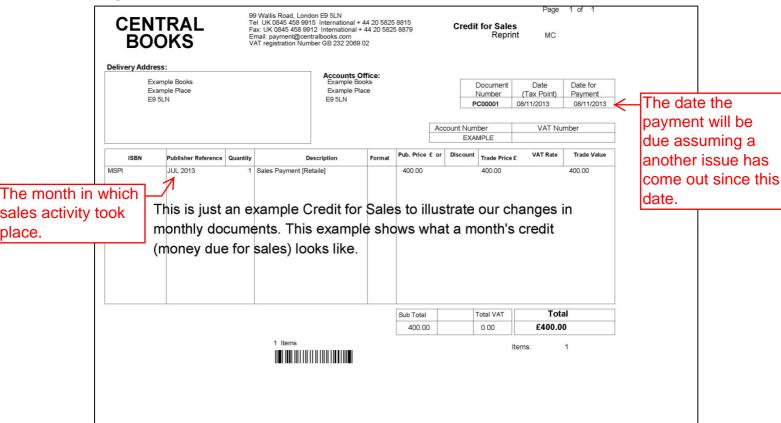
From Central Books Ltd 99 Wallis Road, London E9 5LN, UK

Month of Activity: July 2013
Sales Publisher: Example Magazine
Payment Head Office: Example Magazine

	Document Number	Excluding VAT	VAT	Including Vat
Due for Net Sales	PC00001	400.00	0.00	400.00
Total due				
FOR sales				
less				400.00
deductions				
for charges				

On each Activity statement we will remind you of the percentage of retail value due for sales of your publications.

Example of what a **Credit for Sales** will look like when the retail value for hypothetical publisher (Example Magazine) was £1000.00 in July 2013 and Example Magazine earn 40% of the retail cost from sales.



Example of what a **Statement of Activity** will look like when the retail value for hypothetical publisher (Example Magazine) was minus £100.00 in August 2013 and Example Magazine earn 40% of the retail value from sales.

CENTRAL BOOKS

Statement of Activity for Publisher

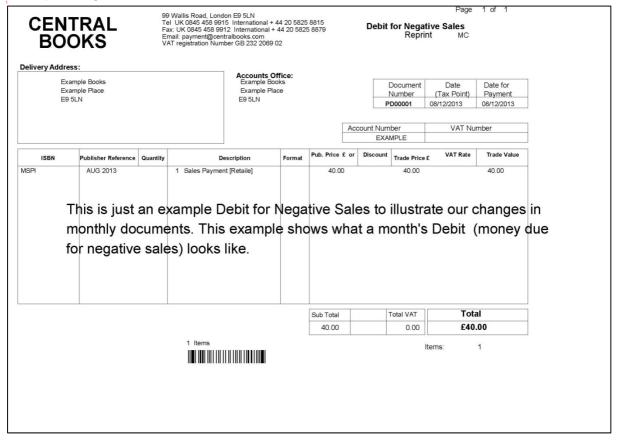
From Central Books Ltd 99 Wallis Road, London E9 5LN, UK

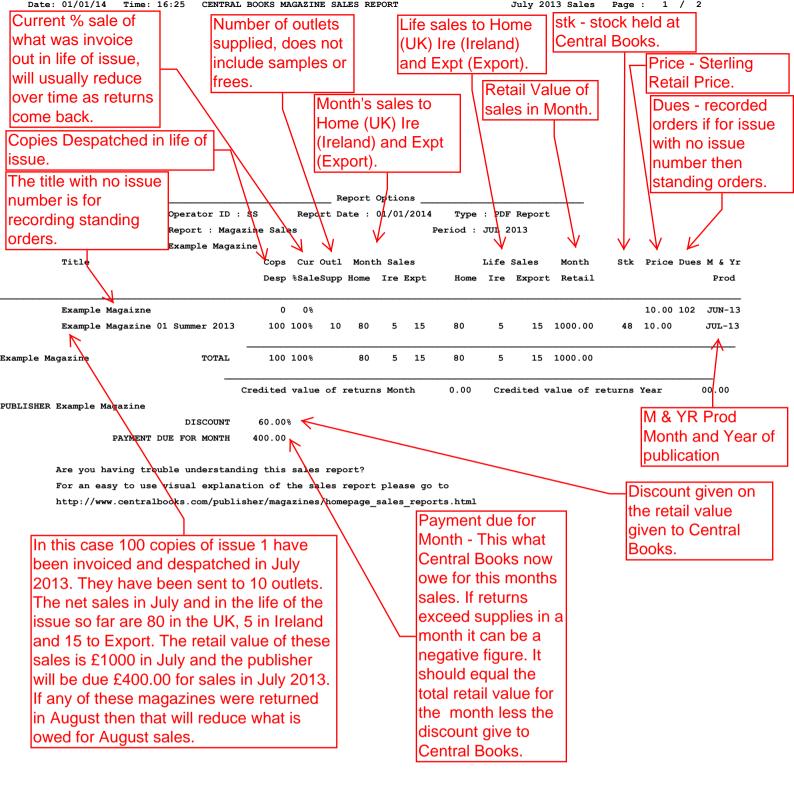
Month of Activity: August 2013
Sales Publisher: Example Magazine
Payment Head Office: Example Magazine

	Document Number	Excluding VAT	VAT	Including Vat
Due for Net Sales	PD00001	-40.00	0.00	-40.00
Total due				
FOR sales				
less				£-40.00
deductions				
for charges				

On each Activity statement we will remind you of the percentage of retail value due for sales of your publications.

Example of what a **Debit for Sales** will look like when the retail value for hypothetical publisher (Example Magazine) was minus £100.00 in August 2013 and Example Magazine earn 40% of the retail value from sales.





Please view the next two or three pages of this document.

The next page shows how standing orders are broken down by outlet.

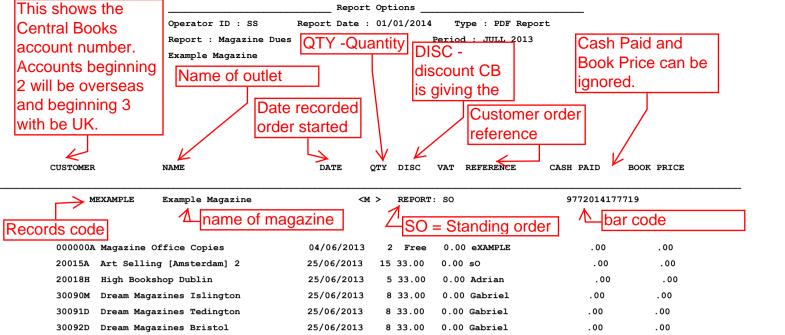
The page after that shows how a month with only returns will look on the sales report. We do send a csv file of sales by issue with more details and a csv of the standing orders/outlet list. You should be able to open csv files in excel or other spreadsheet programs. If you are finding opening the csv files difficult please get in touch.

25/06/2013

25/06/2013

25/06/2013

25/06/2013



8 33.00

2 25.00

8 33.00

8 33.00

25/06/2013 30 33.00 0.00 New june

TOTAL DUES 102 TOTAL CASH 0.00

30094D Dream Magazines Leeds

30099D Dream Magazines Bath

30199S Magazine Supermarket

30094N NotReal Magazines Edinburgh

30199D Dream Magazines London CXR

TOTAL DUES FOR PUBLISHER : Example Magazine

102

0.00 Gabriel

0.00 Gabriel

0.00 Gabriel

0.00 Sandy 135

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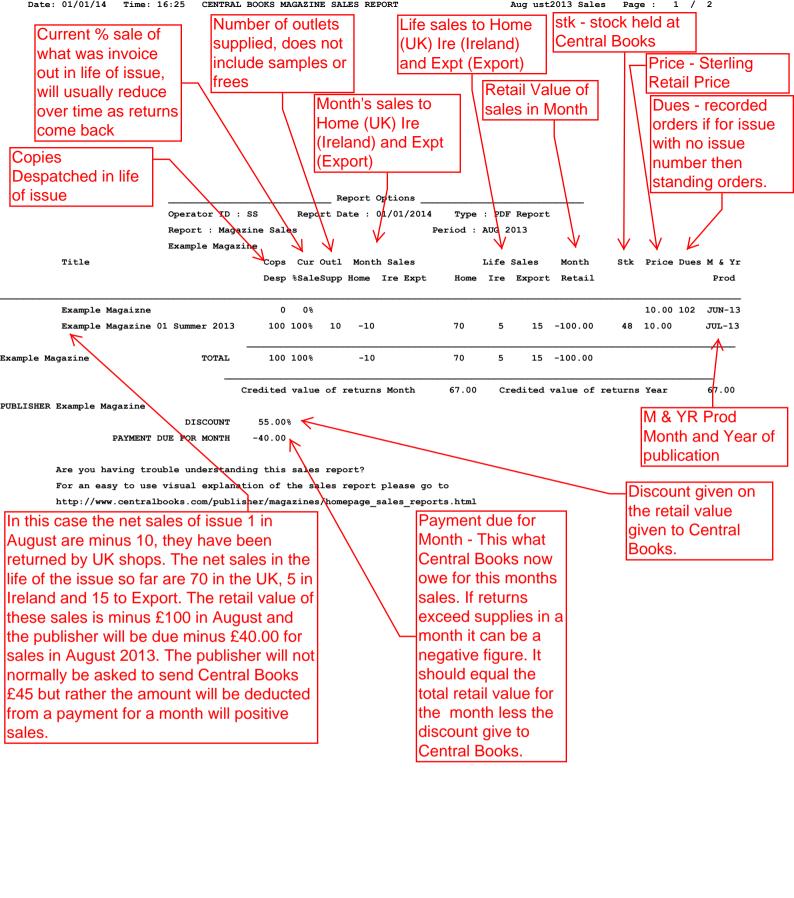
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Date: 01/01/14 Time: 16:25 CENTRAL BOOKS MAGAZINE DUES REPORT August 2013 Sales Page: 2 / 2

___ Report Options _

Operator ID : SS Report Date : 01/01/2014 Type : PDF Report
Report : Magazine Dues Period : AUG 2013

Example Magazine

CUSTOMER NAME DATE QTY DISC VAT REFERENCE CASH PAID BOOK PRICE MEXAMPLE Example Magaizne <M > REPORT: SO 9772014177719 2 Free 0.00 eXAMPLE .00 000000A Magazine Office Copies 04/06/2013 .00 25/06/2013 15 33.00 0.00 so 20015A Art Selling [Amsterdam] 2 .00 .00 20018H High Bookshop Dublin 25/06/2013 5 33.00 0.00 Adrian .00 .00 30090M Dream Magazines Islington 25/06/2013 8 33.00 0.00 Gabriel .00 .00 .00 30091D Dream Magazines Tedington 25/06/2013 8 33.00 0.00 Gabriel .00 30092D Dream Magazines Bristol 25/06/2013 8 33.00 0.00 Gabriel .00 .00 25/06/2013 8 33.00 0.00 Gabriel 30094D Dream Magazines Leeds .00 .00 30094N NotReal Magazines Edinburgh .00 .00 25/06/2013 8 33.00 0.00 Gabriel 30099D Dream Magazines Bath .00 .00 25/06/2013 8 33.00 .00 30199D Dream Magazines London CXR 0.00 Gabriel .00 25/06/2013 30 33.00 0.00 New june .00 30199S Magazine Supermarket .00

102

TOTAL DUES 102 TOTAL CASH 0.00

TOTAL DUES FOR PUBLISHER : Example Magazine