



Distributing Books & Magazines Since 1939

50 Freshwater Road, Chadwell Heath, London, RM8 1RX

Tel 44(0)20 8525 8825

[www.centralbooks.com](http://www.centralbooks.com)

Dear Publisher

Updated 8<sup>th</sup> 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 documents 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](mailto:charalampos@centralbooks.com)). For clarity Sasha Simic ([sasha@centralbooks.com](mailto: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](mailto: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.

<h1 style="margin: 0;">CENTRAL BOOKS</h1>	<p><b>Statement of Activity for Publisher</b>                  From Central Books Ltd 99 Wallis Road, London E9 5LN, UK  <b>Month of Activity: July 2013</b>                  Sales Publisher: Example Magazine                  Payment Head Office: Example Magazine</p>
---	--

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

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.

**CENTRAL BOOKS**

99 Wallis Road, London E9 5LN  
 Tel: UK 0845 458 9915 International + 44 20 5825 8815  
 Fax: UK 0845 458 9912 International + 44 20 5825 8879  
 Email: payment@centralbooks.com  
 VAT registration Number GB 232 2069 02

Page 1 of 1

**Credit for Sales**  
 Reprint MC

**Delivery Address:**

Example Books  
 Example Place  
 E9 5LN

**Accounts Office:**

Example Books  
 Example Place  
 E9 5LN

Document Number	Date (Tax Point)	Date for Payment
PC00001	08/11/2013	08/11/2013

Account Number	VAT Number
EXAMPLE	

ISBN	Publisher Reference	Quantity	Description	Format	Pub. Price £ or	Discount	Trade Price £	VAT Rate	Trade Value
MSPI	JUL 2013	1	Sales Payment [Retaile]		400.00		400.00		400.00

Sub Total	Total VAT	<b>Total</b>
400.00	0.00	<b>£400.00</b>

1 Items

Items: 1

The month in which sales activity took place.

This is just an example Credit for Sales to illustrate our changes in monthly documents. This example shows what a month's credit (money due for sales) looks like.

The date the payment will be due assuming another issue has come out since this date.

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.

<h1 style="margin: 0;">CENTRAL BOOKS</h1>	<p><b>Statement of Activity for Publisher</b>                  From Central Books Ltd 99 Wallis Road, London E9 5LN, UK  <b>Month of Activity: August 2013</b>                  Sales Publisher: Example Magazine                  Payment Head Office: Example Magazine</p>
---	--

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

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.

**CENTRAL BOOKS**

99 Wallis Road, London E9 5LN  
 Tel UK 0845 458 9915 International + 44 20 5825 8815  
 Fax: UK 0845 458 9912 International + 44 20 5825 8879  
 Email: payment@centralbooks.com  
 VAT registration Number GB 232 2069 02

Page 1 of 1

**Debit for Negative Sales**  
 Reprint MC

<b>Delivery Address:</b> Example Books Example Place E9 5LN	<b>Accounts Office:</b> Example Books Example Place E9 5LN	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>Document Number</th> <th>Date (Tax Point)</th> <th>Date for Payment</th> </tr> <tr> <td>PD00001</td> <td>08/12/2013</td> <td>08/12/2013</td> </tr> </table>	Document Number	Date (Tax Point)	Date for Payment	PD00001	08/12/2013	08/12/2013
Document Number	Date (Tax Point)	Date for Payment						
PD00001	08/12/2013	08/12/2013						
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>Account Number</th> <th>VAT Number</th> </tr> <tr> <td>EXAMPLE</td> <td></td> </tr> </table>		Account Number	VAT Number	EXAMPLE				
Account Number	VAT Number							
EXAMPLE								

ISBN	Publisher Reference	Quantity	Description	Format	Pub. Price £ or	Discount	Trade Price £	VAT Rate	Trade Value
MSPI	AUG 2013	1	Sales Payment [Retailer]		40.00		40.00		40.00

This is just an example Debit for Negative Sales to illustrate our changes in monthly documents. This example shows what a month's Debit (money due for negative sales) looks like.

Sub Total	40.00
Total VAT	0.00
<b>Total</b>	<b>£40.00</b>

1 Items

Items: 1

Current % sale of what was invoice out in life of issue, will usually reduce over time as returns come back.

Number of outlets supplied, does not include samples or frees.

Life sales to Home (UK) Ire (Ireland) and Expt (Export).

stk - stock held at Central Books.

Price - Sterling Retail Price.

Dues - recorded orders if for issue with no issue number then standing orders.

Retail Value of sales in Month.

Month's sales to Home (UK) Ire (Ireland) and Expt (Export).

Copies Despatched in life of issue.

The title with no issue number is for recording standing orders.

Report Options  
 Operator ID : SS Report Date : 01/01/2014 Type : PDF Report  
 Report : Magazine Sales Period : JUL 2013  
 Example Magazine

Title	Cops Desp	Cur % Sale	Outl Supp	Month Sales			Life Sales			Month Retail	Stk	Price	Dues	M & Yr Prod
				Home	Ire	Expt	Home	Ire	Export					
Example Magaizne	0	0%										10.00	102	JUN-13
Example Magazine 01 Summer 2013	100	100%	10	80	5	15	80	5	15	1000.00	48	10.00		JUL-13
Example Magazine	TOTAL	100	100%		80	5	15	80	5	15	1000.00			

Credited value of returns Month 0.00 Credited value of returns Year 00.00

PUBLISHER Example Magazine

DISCOUNT 60.00%  
 PAYMENT DUE FOR MONTH 400.00

Are you having trouble understanding this sales report?  
 For an easy to use visual explanation of the sales report please go to  
[http://www.centralbooks.com/publisher/magazines/homepage\\_sales\\_reports.html](http://www.centralbooks.com/publisher/magazines/homepage_sales_reports.html)

M & YR Prod Month and Year of publication

Discount given on the retail value given to Central Books.

In this case 100 copies of issue 1 have been invoiced and despatched in July 2013. They have been sent to 10 outlets. The net sales in July and in the life of the issue so far are 80 in the UK, 5 in Ireland and 15 to Export. The retail value of these sales is £1000 in July and the publisher will be due £400.00 for sales in July 2013. If any of these magazines were returned in August then that will reduce what is owed for August sales.

Payment due for Month - This what Central Books now owe for this months sales. If returns exceed supplies in a month it can be a negative figure. It should equal the total retail value for the month less the discount give to Central Books.

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.

Report Options

Operator ID : SS Report Date : 01/01/2014 Type : PDF Report

Report : Magazine Dues Example Magazine QTY -Quantity Period : JULY 2013

Example Magazine

This shows the Central Books account number. Accounts beginning 2 will be overseas and beginning 3 with be UK.

Name of outlet

Date recorded order started

QTY -Quantity

DISC - discount CB is giving the

Customer order reference

Cash Paid and Book Price can be ignored.

CUSTOMER

NAME

DATE

QTY

DISC

VAT

REFERENCE

CASH PAID

BOOK PRICE

MEXAMPLE

Example Magazine

<M >

REPORT: SO

9772014177719

Records code

name of magazine

SO = Standing order

bar code

Records code	name of magazine	DATE	QTY	DISC	VAT	REFERENCE	CASH PAID	BOOK PRICE
000000A	Magazine Office Copies	04/06/2013	2	Free	0.00	eXAMPLE	.00	.00
20015A	Art Selling [Amsterdam] 2	25/06/2013	15	33.00	0.00	sO	.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
30091D	Dream Magazines Tedington	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30092D	Dream Magazines Bristol	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30094D	Dream Magazines Leeds	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30094N	NotReal Magazines Edinburgh	25/06/2013	2	25.00	0.00	Sandy 135	.00	.00
30099D	Dream Magazines Bath	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30199D	Dream Magazines London CXR	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30199S	Magazine Supermarket	25/06/2013	30	33.00	0.00	New june	.00	.00

TOTAL DUES 102 TOTAL CASH 0.00

TOTAL DUES FOR PUBLISHER : Example Magazine 102

Current % sale of what was invoice out in life of issue, will usually reduce over time as returns come back

Number of outlets supplied, does not include samples or frees

Life sales to Home (UK) Ire (Ireland) and Expt (Export)

stk - stock held at Central Books

Price - Sterling Retail Price

Dues - recorded orders if for issue with no issue number then standing orders.

Retail Value of sales in Month

Month's sales to Home (UK) Ire (Ireland) and Expt (Export)

Copies Despatched in life of issue

Report Options  
 Operator ID : SS Report Date : 01/01/2014 Type : PDF Report  
 Report : Magazine Sales Period : AUG 2013  
 Example Magazine

Title	Cops Desp	Cur % Sale	Outl Supp	Month Sales			Life Sales			Month Retail	Stk	Price	Dues	M & Yr Prod
				Home	Ire	Expt	Home	Ire	Export					
Example Magaizne	0	0%									10.00	102	JUN-13	
Example Magazine 01 Summer 2013	100	100%	10	-10			70	5	15	-100.00	48	10.00	JUL-13	
Example Magazine	TOTAL	100	100%		-10		70	5	15	-100.00				
Credited value of returns Month						67.00	Credited value of returns Year					67.00		
PUBLISHER Example Magazine	DISCOUNT	55.00%												
	PAYMENT DUE FOR MONTH	-40.00												

M & YR Prod Month and Year of publication

Discount given on the retail value given to Central Books.

Payment due for Month - This what Central Books now owe for this months sales. If returns exceed supplies in a month it can be a negative figure. It should equal the total retail value for the month less the discount give to Central Books.

In this case the net sales of issue 1 in August are minus 10, they have been returned by UK shops. The net sales in the life of the issue so far are 70 in the UK, 5 in Ireland and 15 to Export. The retail value of these sales is minus £100 in August and the publisher will be due minus £40.00 for sales in August 2013. The publisher will not normally be asked to send Central Books £45 but rather the amount will be deducted from a payment for a month will positive sales.

Are you having trouble understanding this sales report?  
 For an easy to use visual explanation of the sales report please go to  
[http://www.centralbooks.com/publisher/magazines/homepage\\_sales\\_reports.html](http://www.centralbooks.com/publisher/magazines/homepage_sales_reports.html)

## 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
000000A	Magazine Office Copies	04/06/2013	2	Free	0.00	EXAMPLE	.00	.00
20015A	Art Selling [Amsterdam] 2	25/06/2013	15	33.00	0.00	so	.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
30091D	Dream Magazines Tedington	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30092D	Dream Magazines Bristol	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30094D	Dream Magazines Leeds	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30094N	NotReal Magazines Edinburgh	25/06/2013	2	25.00	0.00	Sandy 135	.00	.00
30099D	Dream Magazines Bath	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30199D	Dream Magazines London CXR	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30199S	Magazine Supermarket	25/06/2013	30	33.00	0.00	New june	.00	.00

TOTAL DUES 102 TOTAL CASH 0.00

TOTAL DUES FOR PUBLISHER : Example Magazine

102