

QUARTERLY PRINTING AND DISTRIBUTION REPORT (Monthly)



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Publication: _____

Acct. Number: _____

Prepared By: _____

Phone Number: _____

3 Months Ending: _____

Delivery Day(s) M T W Th F S S (circle)

INSTRUCTIONS: Please maintain this report on an issue-by-issue basis. Mail or Fax completed form promptly at the end of each quarter. Issue Date: date of issue printed on publication. Number of Issues: number of issues reported on this form. Line #1: Free Carrier Delivery. Single copy, door to door. Line #2: Free Mail. Single copy, do not include advertising copies/tear sheets, or exchange copies. Line #3: Office Over the Counter. Net number of copies picked up by readers at the publication office. Do not include copies picked up by salespersons, and other office use. Line #4: Target Distribution. Gross distribution to racks, counters, outlets, etc. Line #5: Total Free Distribution. Sum of lines #1 - #4. Line #6: Paid Carrier Delivery. Single copy, door to door. Line #7: Paid Mail. Current paid subscriptions. Line #8: Gross Dealer. Gross number of paid single copy sales for all dealers. Line #9: Dealer Returns. Number of unsold returns. Line #10: Net Dealer. Net number of paid single copy sales for all dealers (subtract line #10 from line #9). Line #11: Gross Racks. Number of paid single copy sales from all racks. Line #12: Rack Returns. Number of unsold returns from all racks. Line #13: Net number of paid single copy sales for all racks (subtract line #12 from line #11). Line #14: Total Paid Distribution. Sum of lines #6,7,10, & 13. Line #15: Total Qualified Distribution. Sum of #5 & #14. Line #16: Non-Qualified Distribution. Tear sheets, samples, sales, archives, exchange, extras, etc. Do not include Target returns. Line #17: Total Printed. Number of copies received from printer. This should agree with printer's invoice or press run. If not, please save an accurate bundle count. The sum of #15 & #16 equals Total Printed. Line #17: Target Returns. Returns from racks, counters, outlets, etc. Quarterly Average equals Quarterly Total divided by Number of Issues. Report is due January 15, April 15, July 15, October 15.

ISSUE DATE							
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FREE DISTRIBUTION

1. CARRIER							
2. FREE MAIL							
3. OVER THE COUNTER							
4. GROSS TARGET							
5. TOTAL FREE DISTRIBUTION							

PAID DISTRIBUTION

6. CARRIER							
7. PAID MAIL SUBSCRIPTIONS							
8. GROSS DEALER							
9. DEALER RETURNS							
10. NET DEALER							
11. GROSS RACKS							
12. RACK RETURNS							
13. NET RACKS							
14. TOTAL PAID DISTRIBUTION							

15. TOTAL QUALIFIED DISTRIBUTION							
16. TOTAL NON-QUALIFIED DISTRIBUTION							
17. TOTAL PRINTED							

18. TOTAL TARGET RETURNS							
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NUMBER OF ISSUES:	
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TOTAL AVERAGE

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