QUARTERLY PRINTING AND DISTRIBUTION REPORT (Monthly)

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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													

NUMBER OF ISSUES:

FREE DISTRIBUTION

														TOTAL	AVERAGE
1. CARRIER															
2. FREE MAIL															
3. OVER THE COUNTER															
4. GROSS TARGET															
5. TARGET RETURNS															
6. NET TARGET															
7. TOTAL FREE DISTRIBUTION															

PAID DISTRIBUTION

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

17. TOTAL QUALIFIED DISTRIBUTION															
18. TOTAL RETURNS															
19. NON-QUALIFIED MAIL															
20. OTHER NON-QUALIFIED DISTRIBUTION															
21. TOTAL PRINTED															