

REFERENCE SAMPLES

**ROYALTY STATEMENTS &  
PAYEE STATEMENTS**

See reverse side for royalty statement information.

**SAMPLE #1 - PAYEE STATEMENT OVERVIEW**  
ROYALTY STATEMENT FROM MM/YY TO MM/YY

① PAYEE STATEMENT TOTAL THIS RUN

PAYEE : JOE AUTHOR  
CURRENCY . . . . : US\$ AMERICAN DOLLARS  
② PRIOR ADV AMOUNT . : .00  
③ PRIOR ROY EARNED . : XXX.XX  
④ PRIOR OTHER AMOUNT : .00

|                     | OPENING | THIS PERIOD | CLOSING |
|---------------------|---------|-------------|---------|
| ⑤ ADVANCE BALANCE : | .00     | .00         | .00     |
| ⑥ ROYALTY BALANCE : | .00     | XXX.XX      | .00     |
| ⑦ OTHER AMOUNTS :   | .00     | .00         | .00     |
| ⑧ PAYMENT EXCL TAX: |         | XXX.XX      |         |
| <b>PAYMENT :</b>    |         | XXX.XX      |         |

**SAMPLE #1 - PAYEE STATEMENT OVERVIEW**

- ① **Payee Statement** – This statement reflects a summary of the royalty statement. For individuals who have published more than one title, this statement will tally all titles into a one-page summary.
- ② **Prior ADV** – This is an internal reference field only.
- ③ **Prior ROY** – This is the sum of royalties earned life to date per author, and does NOT include the newest totals shown on the enclosed current royalty statement(s).
- ④ **Prior OTHER** – This is the sum of other (Interest and/or Electronic) payments earned prior to any new amounts shown on the enclosed current royalty statement(s).
- ⑤ **Advance Balance** - This is an internal reference field only.
- ⑥ **Royalty Balance** - This number is a summary of the net royalties earned for all books during the current royalty period.
- ⑦ **Other Amounts** - This is the sum of other (Interest, Electronic, Net Receipts Adj, and/or Rev Net Receipts Adj, AR Balance) payments earned for the current royalty period.
- ⑧ **Payment** - This will be the total sum of royalties earned during the current royalty period and will correspond to the amount of the enclosed check or direct deposit.

**Upcoming Royalty Statement Schedule:**

Sales during July thru December ➡ Royalty statements mailed March  
Sales during January thru June ➡ Royalty statements mailed September

**Still have questions?**  
You can e-mail inquiries to [royalties@arcadiapublishing.com](mailto:royalties@arcadiapublishing.com)

**SAMPLE #2 - ROYALTY STATEMENT OVERVIEW**  
ROYALTY STATEMENT FROM MM/YY TO MM/YY

① PAYEE :12345                    JOE AUTHOR  
   5500 MAIN STREET  
   ANYTOWN                    ILLINOIS 60601

CONTRACT NO.....:    2444  
② ITEM.....: 9780738512345  
③ DESCRIPTION...:    IMAGES OF AMERICA  
ACH.....:                    YES/NO  
EXT DESC.....:            Joe Author  
RELEASE DATE.....:    10/31/04  
EDITION.....:             EMB  
BINDING.....:             PB    PAPERBACK  
④ ROYALTY SHARE..: 100.000 %

|                                     |     |             |  |       |        |         |
|-------------------------------------|-----|-------------|--|-------|--------|---------|
| ⑤ OPENING BALANCE (BROUGHT FORWARD) |     | NET BALANCE |  | :     |        | .00     |
| ⑥ MOVEMENT                          |     | ⑦ ROYALTY   |  | ⑧ RPP | NET    | ⑨ YOUR% |
| TYP DESCRIPTION                     | QTY | RATE %      |  |       | SALES  | SHARE   |
| NOR SALES                           | XXX | 8.00        |  |       | XXX.XX | 100.0%  |
| TOTAL :                             | XXX |             |  |       |        |         |
|                                     |     |             |  |       |        | XXX.XX  |

|                             |          |          |         |                  |  |        |
|-----------------------------|----------|----------|---------|------------------|--|--------|
| ❖ OTHER INCOME AND EXPENSES |          |          |         |                  |  |        |
| DOCUMENT                    | DOC DATE | CRED REF | OUR REF | DESCRIPTION      |  | AMOUNT |
| XXXXXX                      | MM/YY    | XXXX XXX | XXX XXX | INTEREST         |  | XXX.XX |
| XXXXXX                      | MM/YY    | XXXX XXX | XXX XXX | ELECTRONIC       |  | XXX.XX |
| XXXXXX                      | MM/YY    | XXXX XXX | XXX XXX | NET RECEIPTS ADJ |  | XXX.XX |
| XXXXXX                      | MM/YY    | XXXX XXX | XXX XXX | A/R BALANCE      |  | XXX.XX |
| NET OTHER INCOME/EXPENSES   |          |          |         |                  |  | XXX.XX |

❖ PAYMENT : -XXX.XX  
◆ CLOSING BALANCE (CARRIED FORWARD)                    NET BALANCE : .00

**SAMPLE #2 – ROYALTY STATEMENT OVERVIEW**

- ① **Payee** - A royalty statement overview is provided to each author for each book they have published. The author of a single title will receive a one page royalty overview. Authors of two or more titles will receive a one-page royalty overview for EACH book. The individual royalty overview statement reports the quantity of books sold in the current royalty period.
- ② **Item** - The item number is the ISBN number for your book. International Standard Book Number (ISBN) is a unique identifying number that recognizes a single book, much like a social security number identifies a single individual.
- ③ **Book Description** - The book description area includes the title of the book, the author(s), the original date of publication, and the format of the book. The “edition” reference is a code for internal use only.
- ④ **Royalty Share** – This percentage reflects your proportion of the royalty. For example, a common share for two authors of a single title is 50%.
- ⑤ **Opening Balance** – If there is a number in this field, there were negative royalties earned during a prior royalty period(s) or royalties earned in the prior period(s) did not exceed the minimum payout requirement reflected in your contract.
- ⑥ **Movement** – NOR means “normal sales,” and this number reflects the actual number of copies sold, less the actual number of copies returned. This movement number does NOT include media copies or any other comp copies that were not sold.
- ⑦ **Royalty Rate** – This is your royalty rate in accordance with the book contract signed at the start of the book project.
- ⑧ **Net Sales** – This number reflects the actual dollar amount sold for the number of “normal sales” copies identified in item No. 6. IF THE NUMBER IN THIS FIELD IS NEGATIVE, IT MEANS THERE WERE MORE BOOKS RETURNED THAN BOOKS SOLD DURING THIS ROYALTY PERIOD.
- ⑨ **Your Share** – See explanation for item No. 4
- ⑩ **Royalty Amount** – This is the total of net receipts (see item No. 8), multiplied by royalty rate (see No. 7), and multiplied by your share (see No. 9.)
- ❖ **Other Income and Expenses** – Please refer to your Frequently Ask Questions (FAQ) insert.
- ❖ **Payment** – This is the total royalty amount you will receive. If the amount shown is negative, this is the total of your payment for the book title referenced in item No. 1; the negative simply shows that we are deducting it from our accounts to pay you. If the amount shown is 0.00 it means your royalty resulted in a negative closing balance or did not exceed the minimum payout requirement reflected in your contract. For more information on negative balances, see No. 8.
- ◆ **Closing Balance** – If the amount shown is 0.00, it reflects we have paid you the sum total of royalties earned. If the amount shown is a negative number, this amount will appear on your next royalty statement as an opening balance (see No. 5.) Negative balances will be applied to future positive royalties earned.