

# workman

RETAIL ACCOUNTS WITH RECEIVING FACILITY  
BOOK DISCOUNT SCHEDULE  
EFFECTIVE JANUARY 1, 2016

**Accounts must choose to be *Returnable* or *Nonreturnable*.**

**RETURNABLE**

48%, Workman pays freight  
or  
50%, customer pays freight



**NONRETURNABLE**

53%, Workman pays freight  
or  
55%, customer pays freight



**CO-OP ADVERTISING**

**Accounts must choose one of the following two co-op advertising options:**

10% supporting order (limited to 10 titles per season across all imprints)  
or 2.5% pool based on previous year's net billing.



**MINIMUM ORDER: 100 UNITS**

**Any orders below 100 units revert to retail book terms.**

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## RETAIL ACCOUNTS WITH RECEIVING FACILITY BOOK DISCOUNT SCHEDULE

TERMS & CONDITIONS • EFFECTIVE JANUARY 1, 2016

References to Workman Publishing include Algonquin Books of Chapel Hill, Artisan Books, and Workman. Storey Books, Timber Press, and The Experiment are independent publishers distributed by Workman Publishing.

**Payment Terms:** Net 30 days.

**STOP:** 40% discount plus \$3.00 handling

**Retailers may elect to change their discount options printed on the reverse side within the first 60 days of the beginning of each calendar year.** That election, once made, will remain in effect throughout the year. If no election is made, Workman will ship under the same terms as the previous year.

New accounts must choose between any of the discount options printed on the reverse side. If no election is made, Workman will ship under predetermined default discounts listed below:

*Gift Stores:* Nonreturnable; Workman pays freight

*Book Stores:* Returnable; Workman pays freight

**Order Minimums:** are based on shipping to a single location. There will be no sub-shipments (requiring separate packing or billing) within any order.

**Retail Receiving Facilities (RRF):** Retailers able to accept delivery by long distance carrier, whereby the publisher is not responsible for inside delivery charges, may open an RRF account. A letter certifying that you meet this criterion is to be mailed to the attention of Workman's Sales Department. A new account number will be assigned.

**Returnable/Nonreturnable:** Accounts may elect to buy on a returnable or nonreturnable basis. This choice will apply uniformly to all books published or distributed by Workman Publishing; a separate choice may be made for calendars. If no election is made, Workman will ship on the same terms as were in effect the previous year for Workman Publishing titles. To change from returnable to nonreturnable, or vice versa, accounts must send written notice to customer service. Contact Workman for details.

**Free Freight Restrictions:** Workman will not accommodate an account's request for specific shipping methods if the account elects free freight. If an account insists on a particular freight carrier due to their internal requirements, they forfeit their free freight terms.

**Returns:** Books and calendars are fully returnable in resalable condition (no price stickers) beginning six (6) months after invoice date. No prior authorization is needed. Customer pays all freight and handling costs on return shipments. Full book returns are required for books, diaries, advent calendars, and perpetual calendars.

**Return Credit:** Book returns will be credited at the retailer's highest applied discount.

### **Workman Growth Incentive Plan for Books**

Increase net billings 5% over 2015 net billings.  
Receive 1% of 2016 total net billings.

**Eligible titles:** Workman, Algonquin, Artisan, Greenwich Workshop Press, Storey Publishing, and Timber Press, and The Experiment. Calendars are not eligible for this promotion. All incentive rewards will be calculated by Workman on the retailer's direct net billing from Workman for eligible titles during calendar year 2015. Incentive rewards will take the form of a credit to be issued by Workman. Accounts must be in good credit standing in order to be eligible to receive reward payments. Credits will be issued for awards of \$50 or more.

**Co-op Advertising:** Accounts that elect a **co-op pool** earn 2.5% of the net billing for the prior year for books purchased either directly from the publisher or indirectly from the distributors; they may not be combined. Four pools will be created: 1) books published by Workman, Algonquin, and Artisan; 2) books published by Storey; 3) books published by Timber Press; 4) books published by The Experiment.

**Ebook Co-op:** 1.5% of the net billing for the prior year for ebook purchased either directly from the publisher or indirectly from distributors.

Accounts that elect **supporting order** earn 10% co-op on the net billing for a supporting order for the books to be promoted. Orders may be placed either directly or indirectly; they may not be combined. Retailers cannot promote more than ten (10) titles per season under the supporting order plan.

### **Author Appearances / Authorless Events / Newsletters:**

A Workman sales representative must approve all programs outlined below.

For author appearances, up to \$150 may be used for each author scheduled by the Workman Publishing Publicity Department, with a minimum supporting order of 25 copies.

For authorless events, up to \$75 may be used toward a Workman Publishing book promotion at which the author doesn't appear, with a minimum supporting order of 10 copies.

For store newsletters, one-a-season, up to \$75 per title, per bill-to, is available for featured Workman Publishing titles, with a minimum supporting order of 10 copies.

Such promotions must be supported with a two-week in-store feature display of advertised titles.

Retailers are free to sell titles purchased from Workman Publishing at whatever retail price they wish.

Custom stickering and other special requirements are available at additional cost. Contact Workman or your sales rep for more information.

The terms stated herein may not be modified by contrary, different, or additional terms contained in a customer's purchase order or other purchase confirmation or advice.

Workman Publishing Co., Inc. reserves the right to change its discount, returns, and co-op policies at any time.

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