

RECOMMENDED ROYALTY STATEMENT

Publisher Name.....

Publisher Address.....

Title

Author.....

Author Address.....

Recommended Retail Price (Print).....**(Digital)**.....

Royalty statement for the period/...../..... **to**/...../.....

Total printed.....

Total in hand at beginning of period.....

Total in hand at end of period.....

Number of Regular sales	Net Unit Price \$	Total \$	Rate %	Royalty \$

Number of Wholesale or discount sales	Net Unit Price \$	Total \$	Rate %	Royalty \$

Number of Export sales	Net Unit Price \$	Total \$	Rate %	Royalty \$

Remaindered books	Net Unit Price \$	Total \$		Royalty \$

Number and formats of Digital sales	Net Unit Price \$	Total \$	Rate %	Royalty \$

Free

Review and promotion copies.....

Amount Received

\$.....

Other earnings for the period

Licensee	Number	Rate %	Amount	Author's share
Reprints				
Book Clubs				
Serial Rights				
Other licences				

Total royalties and other earnings:

\$.....

Less deductions:

Advance against royalties or unearned balance from previous statement:

\$.....

Author book purchases (statement attached)

\$.....

Other charges

\$.....

Total deductions

\$.....

Total Royalties and other earnings \$

Less Total Deductions \$.....

Balance \$.....

Plus GST (if applicable) \$.....

Total due \$.....

Balance carried over to next statement \$.....

Signed.....

Name.....

Date.....

Notes

Layouts will vary wildly – the important thing is to be sure all this information is included.

It is important that Royalty Statements include stock figures. In many publishing contracts there is a guarantee to not remainder books without first offering stock to the author at a reduced cost. This can have a bearing on an author's overall income and the stock figures on your Royalty Statements will put you in a good position to negotiate this clause.

Total Printed – this figure will ensure that you know the exact print run of your book and whether the publisher has done any subsequent reprints without your knowledge. Keeping informed of this figure will give you a running update of the success or otherwise of your book.

Total in Hand – the figure at the beginning of the period should of course correlate to the figure at the end of the previous period. This enables you to keep an ongoing record of stock figures and if there is any discrepancy you can clarify with the publisher.

Number Sold/Price/Rate/Royalty – your contract will detail what percentage royalties you agreed for regular, wholesale and export sales. The price multiplied by the number of sales is the total sales figure out of which your percentage royalty is calculated. With these figures clearly outlined in your Royalty Statement you will be able to have a clear picture of where your book is selling. All figures are net excluding GST.

Free – it is important you are aware of how many books were given away for review or marketing purposes in order to calculate your in-hand figure. This also gives you some insight into the level of promotion your publisher is undertaking for your book.

Licenses – these have different royalty rates attached to them as agreed in your Publishing Contract. If there is a large figure under "Other Licences" then you may need to ask for clarification. Your publisher should be able to provide you with all the information you need to ensure you are aware of the use of your intellectual property.

Advance – in some cases a publisher will advance an author payment against royalties for the writing of the book. This means that they don't receive actual royalty payments until the advance has been cleared and this is where a running total of this amount should be recorded so that you are completely aware of payment details.

Author Book Purchases – these will be books that you have purchased from the publisher at the agreed price over and above the free author allocations detailed in your contract. With these detailed here you should be able to ensure that you don't inadvertently pay twice for these books.

Other Charges – each publishing contract is different and these charges will be whatever you agreed to in your specific contract.

Balance Carried Over – most publishing contracts agree that where a royalty payment due is less than \$20 it is carried over to the next statement period. This figure should therefore run on from each statement period and will enable you to keep tabs on what payment is due and when.