



Distributing Books & Magazines Since 1939

50 Freshwater Road, Chadwell Heath, London, RM8 1RX

Tel 44(0)20 8525 8825

www.centralbooks.com

Dear Publisher

Updated 17th June 2025

We now provide three monthly sets of documentation by email for magazines publishers, each are emailed separately;

1. Sales Reports
2. Credit for Sales or a Debit for Sales*
3. Statement of Activity

On the pages below are examples of some of the documents involved.

We hope these pages will help you understand our monthly reporting.

Magazine publishers often ask us if they need to provide us invoices for what we have sold. We do not require invoices; we are self-billing. If a publisher needs to produce invoices for their own internal accounts system that is no problem but we will only pay against our own self-billing credits and debits for sales.

Should you need to enquire about when you will be paid or what you will be paid the best place to start by emailing payments@centralbooks.com, someone in the accounts department will get back to you. For clarity Sasha Simic (sasha@centralbooks.com) usually emails the sales reports, he deals with sales and reporting, Sasha does not make the payments.

Please take a look at all the example documents they include two example sales reports showing what each column means and how charges are calculated. Sales reports are not standardised across the industry and are often a source for confusion. Each monthly sales reports shows a summary of what we sold in that month and the life sales to date. Sales reports are about all sales events in a given month not just what happened to one individual issue. We pay against these sales reports. We do not pay against the sales of just one issue.

(Please note you will get a "Debit for Negative Sales" in months where the value of unsold returns from shops exceeds the value of what we have supplied to shops. For example, this will happen with magazines that are published less than once a month. The life sales of an issue will never be negative but we can have negative sales in one month.)*

Mark Chilver
Central Books

mark@centralbooks.com

Example of what a **Statement of Activity** will look like when the retail value for hypothetical publisher (Example Magazine) was £1000.00 in July 2013 and Example Magazine earn 40% of the retail value from sales.

CENTRAL BOOKS	Statement of Activity for Publisher			
	From Central Books Ltd 99 Wallis Road, London E9 5LN, UK			
	Month of Activity: July 2013			
	Sales Publisher: Example Magazine			
Payment Head Office: Example Magazine				

	Document Number	Excluding VAT	VAT	Including Vat
Due for Net Sales	PC00001	400.00	0.00	400.00
Total due FOR sales less deductions for charges				400.00

On each Activity statement we will remind you of the percentage of retail value due for sales of your publications.

Example of what a **Credit for Sales** will look like when the retail value for hypothetical publisher (Example Magazine) was £1000.00 in July 2013 and Example Magazine earn 40% of the retail cost from sales.

CENTRAL BOOKS

99 Wallis Road, London E9 5LN
Tel: UK 0845 458 9915 International + 44 20 5825 8815
Fax: UK 0845 458 9912 International + 44 20 5825 8879
Email: payment@centralbooks.com
VAT registration Number GB 232 2069 02

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Credit for Sales
Reprint MC

Delivery Address:

Example Books
Example Place
E9 5LN

Accounts Office:
Example Books
Example Place
E9 5LN

Document Number	Date (Tax Point)	Date for Payment
PC00001	08/11/2013	08/11/2013

ISBN	Publisher Reference	Quantity	Description	Format	Pub. Price £ or	Discount	Trade Price £	VAT Rate	Trade Value
MSPI	JUL 2013	1	Sales Payment [Retaile]		400.00		400.00		400.00

Account Number	VAT Number
EXAMPLE	

This is just an example Credit for Sales to illustrate our changes in monthly documents. This example shows what a month's credit (money due for sales) looks like.

Sub Total

400.00


Total VAT

0.00

Total

£400.00

1 Items



Items: 1

The month in w sales activity to place.

The date the payment will be due assuming a another issue has come out since this date.

Example of what a **Statement of Activity** will look like when the retail value for hypothetical publisher (Example Magazine) was minus £100.00 in August 2013 and Example Magazine earn 40% of the retail value from sales.

CENTRAL BOOKS

Statement of Activity for Publisher

From Central Books Ltd 99 Wallis Road, London E9 5LN, UK

Month of Activity: August 2013

Sales Publisher: Example Magazine

Payment Head Office: Example Magazine

	Document Number	Excluding VAT	VAT	Including Vat
Due for Net Sales	PD00001	-40.00	0.00	-40.00
Total due FOR sales less deductions for charges				£-40.00

On each Activity statement we will remind you of the percentage of retail value due for sales of your publications.

Example of what a **Debit for Sales** will look like when the retail value for hypothetical publisher (Example Magazine) was minus £100.00 in August 2013 and Example Magazine earn 40% of the retail value from sales.

CENTRAL BOOKS

99 Wallis Road, London E9 5LN
Tel: UK 0845 458 9915 International + 44 20 5825 8815
Fax: UK 0845 458 9912 International + 44 20 5825 8879
Email: payment@centralbooks.com
VAT registration Number GB 232 2069 02

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Debit for Negative Sales
Reprint MC

Delivery Address:

Example Books
Example Place
E9 5LN

Accounts Office:
Example Books
Example Place
E9 5LN


Document Number	Date (Tax Point)	Date for Payment
PD00001	08/12/2013	08/12/2013

Account Number	VAT Number
EXAMPLE	

ISBN	Publisher Reference	Quantity	Description	Format	Pub. Price £ or	Discount	Trade Price £	VAT Rate	Trade Value
MSPI	AUG 2013	1	Sales Payment [Retaile]		40.00		40.00		40.00

This is just an example Debit for Negative Sales to illustrate our changes in monthly documents. This example shows what a month's Debit (money due for negative sales) looks like.

1 Items



Items: 1

Sub Total	40.00	Total VAT	0.00	Total	£40.00
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Current % sale of what was invoice out in life of issue, will usually reduce over time as returns come back.

Copies Despatched in life of issue.

The title with no issue number is for recording standing orders.

Number of outlets supplied, does not include samples or frees.

Month's sales to Home (UK) Ire (Ireland) and Expt (Export).

Life sales to Home (UK) Ire (Ireland) and Expt (Export).

stk - stock held at Central Books.

Price - Sterling Retail Price.

Dues - recorded orders if for issue with no issue number then standing orders.

Retail Value of sales in Month.

Report Options

Operator ID : SS Report Date : 01/01/2014 Type : PDF Report

Report : Magazine Sales Period : JUL 2013

Example Magazine

Title	Cops	Cur	Outl	Month Sales			Life Sales			Month	Stk	Price	Dues	M & Yr	
				Desp	%Sale	Supp	Home	Ire	Expt						Home
Example Magaizne	0	0%										10.00	102	JUN-13	
Example Magazine 01 Summer 2013	100	100%	10	80	5	15	80	5	15	1000.00	48	10.00		JUL-13	
Example Magazine	TOTAL	100 100%		80	5	15	80	5	15	1000.00					
Credited value of returns Month										0.00	Credited value of returns Year				00.00
PUBLISHER Example Magazine		DISCOUNT	60.00%												
		PAYMENT DUE FOR MONTH	400.00												

Are you having trouble understanding this sales report?

For an easy to use visual explanation of the sales report please go to

http://www.centralbooks.com/publisher/magazines/homepage_sales_reports.html

In this case 100 copies of issue 1 have been invoiced and despatched in July 2013. They have been sent to 10 outlets. The net sales in July and in the life of the issue so far are 80 in the UK, 5 in Ireland and 15 to Export. The retail value of these sales is £1000 in July and the publisher will be due £400.00 for sales in July 2013. If any of these magazines were returned in August then that will reduce what is owed for August sales.

Payment due for Month - This what Central Books now owe for this months sales. If returns exceed supplies in a month it can be a negative figure. It should equal the total retail value for the month less the discount give to Central Books.

Discount given on the retail value given to Central Books.

M & YR Prod Month and Year of publication

Please view the next two or three pages of this document.

The next page shows how standing orders are broken down by outlet.

The page after that shows how a month with only returns will look on the sales report.

We do send a csv file of sales by issue with more details and a csv of the standing orders/outlet list. You should be able to open csv files in excel or other spreadsheet programs. If you are finding opening the csv files difficult please get in touch.

Report Options

Operator ID : SS Report Date : 01/01/2014 Type : PDF Report

Report : Magazine Dues

Period : JULY 2013

Example Magazine

This shows the Central Books account number. Accounts beginning 2 will be overseas and beginning 3 will be UK.

Name of outlet

Date recorded order started

QTY -Quantity

DISC - discount CB is giving the

Customer order reference

Cash Paid and Book Price can be ignored.

CUSTOMER

NAME

DATE

QTY

DISC

VAT

REFERENCE

CASH PAID

BOOK PRICE

MEXAMPLE

Example Magazine

<M>

REPORT: SO

9772014177719

name of magazine

SO = Standing order

bar code

Records code	name of magazine	DATE	QTY	DISC	VAT	REFERENCE	CASH PAID	BOOK PRICE
000000A	Magazine Office Copies	04/06/2013	2	Free	0.00	EXAMPLE	.00	.00
20015A	Art Selling [Amsterdam] 2	25/06/2013	15	33.00	0.00	SO	.00	.00
20018H	High Bookshop Dublin	25/06/2013	5	33.00	0.00	Adrian	.00	.00
30090M	Dream Magazines Islington	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30091D	Dream Magazines Tedington	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30092D	Dream Magazines Bristol	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30094D	Dream Magazines Leeds	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30094N	NotReal Magazines Edinburgh	25/06/2013	2	25.00	0.00	Sandy 135	.00	.00
30099D	Dream Magazines Bath	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30199D	Dream Magazines London CXR	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30199S	Magazine Supermarket	25/06/2013	30	33.00	0.00	New june	.00	.00

TOTAL DUES 102 TOTAL CASH 0.00

TOTAL DUES FOR PUBLISHER : Example Magazine

102

Current % sale of what was invoice out in life of issue, will usually reduce over time as returns come back

Number of outlets supplied, does not include samples or frees

Life sales to Home (UK) Ire (Ireland) and Expt (Export)

stk - stock held at Central Books

Price - Sterling Retail Price

Dues - recorded orders if for issue with no issue number then standing orders.

Retail Value of sales in Month

Month's sales to Home (UK) Ire (Ireland) and Expt (Export)

Copies Despatched in life of issue

Report Options
Operator ID : SS Report Date : 01/01/2014 Type : PDF Report
Report : Magazine Sales Period : AUG 2013
Example Magazine

Title	Cops		Cur Outl		Month Sales			Life Sales		Month		Stk	Price	Dues	M & Yr	Prod
	Desp	%Sale	Supp	Home	Ire	Expt	Home	Ire	Export	Retail						
Example Magaizne		0	0%											10.00	102	JUN-13
Example Magazine 01 Summer 2013	100	100%	10	-10			70	5	15	-100.00		48	10.00			JUL-13
Example Magazine	TOTAL	100	100%	-10			70	5	15	-100.00						
Credited value of returns Month							67.00	Credited value of returns Year								67.00

PUBLISHER Example Magazine

DISCOUNT 55.00%

PAYMENT DUE FOR MONTH -40.00

M & YR Prod Month and Year of publication

Are you having trouble understanding this sales report?

For an easy to use visual explanation of the sales report please go to

http://www.centralbooks.com/publisher/magazines/homepage_sales_reports.html

Discount given on the retail value given to Central Books.

Payment due for Month - This what Central Books now owe for this months sales. If returns exceed supplies in a month it can be a negative figure. It should equal the total retail value for the month less the discount give to Central Books.

In this case the net sales of issue 1 in August are minus 10, they have been returned by UK shops. The net sales in the life of the issue so far are 70 in the UK, 5 in Ireland and 15 to Export. The retail value of these sales is minus £100 in August and the publisher will be due minus £40.00 for sales in August 2013. The publisher will not normally be asked to send Central Books £45 but rather the amount will be deducted from a payment for a month will positive sales.

Report Options

Operator ID : SS Report Date : 01/01/2014 Type : PDF Report

Report : Magazine Dues

Period : AUG 2013

Example Magazine

CUSTOMER	NAME	DATE	QTY	DISC	VAT	REFERENCE	CASH PAID	BOOK PRICE
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MEXAMPLE	Example Magaizne		<M >	REPORT: SO		9772014177719		
000000A	Magazine Office Copies	04/06/2013	2	Free	0.00	EXAMPLE	.00	.00
20015A	Art Selling [Amsterdam] 2	25/06/2013	15	33.00	0.00	SO	.00	.00
20018H	High Bookshop Dublin	25/06/2013	5	33.00	0.00	Adrian	.00	.00
30090M	Dream Magazines Islington	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30091D	Dream Magazines Tedington	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30092D	Dream Magazines Bristol	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30094D	Dream Magazines Leeds	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30094N	NotReal Magazines Edinburgh	25/06/2013	2	25.00	0.00	Sandy 135	.00	.00
30099D	Dream Magazines Bath	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30199D	Dream Magazines London CXR	25/06/2013	8	33.00	0.00	Gabriel	.00	.00
30199S	Magazine Supermarket	25/06/2013	30	33.00	0.00	New june	.00	.00

TOTAL DUES 102 TOTAL CASH 0.00

TOTAL DUES FOR PUBLISHER : Example Magazine 102