

## DISTRIBUTION OF BOOKS ACCORDING TO AGREEMENT WITH AUTHORS Updated January 2019

**Groep 7** can take care of the packaging, distribution and administration on behalf of authors using the options listed below. Attached the agreement to be completed for each book.

Reconciliation of sales is done every 3 months (February, May, August and November) and the net income calculated and paid to authors.

### 1. Orders by authors (printed books)

Authors supply the list of names and addresses where books need to be sent. **Groep 7** prints and sent the books and the author is invoiced for the printing costs, courier and packaging..

### 2. Online Bookshop (printed books)

- Books are made available on Groep 7's bookshop ([www.groep7-selfpublish-book.co.za](http://www.groep7-selfpublish-book.co.za)) at a once-off price of R150 (GST included)
- Author determines the selling.
- Buyers order and pay online and Groep 7 print and dispatch the book.

*Calculation of the net income for the author is as follows:*

- Selling price less
  - 20% (15% VAT that Groep 7 pay to SARS and 5% Payfast costs (credit card))
  - printing cost of book

### 3. Bookshops (printed books – see conditions)

When bookshops enquire to buy author's book:

- Authors determine the selling price
- Groep 7 print and sent books, invoice the bookshop and manage the administration.

*Calculation of the net income for the author is as follows:*

- Selling price less
  - 50% which the bookshop charges
  - 15% VAT that Groep 7 pay to SARS
  - printing cost of book,

### 4. Electronic books (E-Books)

- **Groep 7** offers a quote for each individual book to get it ready to convert to E-book format.
- **Groep 7** places the book on the Kobo website ([www.kobo.com](http://www.kobo.com)).
- The "link" is sent to the author who can market and expand worldwide sales.
- The "link" is also placed on Groep7's website bookshop.
- The author determines the selling price and receives 50% thereof.



**Agreement between**

GROEP 7 DRUKKERS EN UITGEWERS (PTY)Ltd Reg nr 2017/066212/07  
Tambotie Rd, Kameeldrif-East, Pretoria

**and the Author/Publisher**

Full Name: \_\_\_\_\_

ID number: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Email: \_\_\_\_\_ Mob: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The author/publisher hereby gives Groep 7 Drukkers permission to sell  
the following book on his/her behalf as per agreement.**

- Online book store of [www.groep7-selfpublish-books.co.za](http://www.groep7-selfpublish-books.co.za)
- Requests from other bookshops
- E-book on Kobo – [www.kobo.com](http://www.kobo.com)

Title: \_\_\_\_\_

ISBN: \_\_\_\_\_

Target Market: LIMITED MARKET / NICHE MARKET / PREMIUM MARKET

Category: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Biography/Memoir; Business&finance; Fiction&literature; Children; Poetry; Scienc Fiction;

Non Fiction: (General / Family&relationship / Food&drink / History / Religion / Science&nature / Crime / Sport / Travel)

Selling Price Groep 7 Online Book Store: R \_\_\_\_\_

Selling Price Book Stores: R \_\_\_\_\_

Selling Price – E-Book on Kobo: R \_\_\_\_\_

Please supply, in MS Word, the necessary blurb for the website (less than 70 words).