

Distribution Services

BUGRIM Verlagsauslieferung
Your German Distributor

BUGRIM Verlagsauslieferung Distribution Services

Publisher / Customer Support

- Contact person to deal with all queries relating to your publications
- Updating of customer database to include the Publisher's terms and discounts or customer related delivery instructions
- Title database management
- Handling customer correspondence
- Handling enquiries

Order Processing / Invoicing

- Orders accepted via post, telephone, fax or tele-order (Libri/KNOe/IBU)
- Processing of orders without delay (orders received before 8.00 a.m. are despatched on same day) – invoicing with immediate stock update
- Processing of invoices on fixed dates, when consignment complete, as well as standing orders and automatic processing of recorded orders with advice note to the customer
- Customer friendly consolidation of daily orders together with representative's orders on one invoice
- Direct debiting in accordance with bookseller's instructions / regular payment reminders. Bugrim will advise publishers of late/non-payers and only supply with the Publisher's agreement
- Price stickers/Barcode labels for €Pricing

Returns

- Acceptance of returns in accordance with the Publisher's instructions / titles returned to stock
- Credit Notes issued - automatic/manual stock adjustment

Distribution/Despatch

- Appropriate packing to suit the individual consignment
- Collection by or delivery to the transport company/distribution centre of all private books forwarders (KNV, Libri, Hera, Umbreit), parcel services, the Post or courier services.
- Fast Christmas delivery service
- Delivery worldwide

Warehousing

- Incoming goods checked and stored on pallets or shelves in accordance with your instructions
- Stock control with immediate access to all title data / restocking from the Publisher relative to stock turnover
- On request management of the inventory value

Settlement of Publisher's Account

- The Publisher's account is settled monthly
- Payment of money due to the Publisher in accordance with the contract irrespective of the date payment received from customers. Bugrim will advise the Publisher's of late/non-payers and only supply with the Publisher's agreement.

Statistics (*paper or digital form*)

- Monthly sales quantity and value plus stock level per title
- Monthly sales statistics per customer
- Turnover (accumulated or per area)
- Annual turnover
- Recorded orders (according to title or customer)
- Inventory lists

Advertising / Sales Promotion

- Press and review copies sent to all the major media companies – if required using our extensive media databank
- Mailings, advertisements
- Special promotional letters to order/special promotions for individual titles
- Mailing of author copies or free copies
- Mailing of New Release material
- Supply of address material/ selection according to various categories

Trade Fair Representation/Organisation of Promotion Activities

- Presentation of your publications at Book Fairs on our collective stand
- Organisation of author tours in bookshops (including travel and hotel arrangements)

The services can be selected individually and we would be happy to prepare an offer to meet your individual requirements.

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Geschäftsführer:
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Peter Lindemann
Steuernummer: 21/246/61021
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Summary of main paragraphs of our standard distribution contract (distribution on commission basis)

BUGRIM Verlagsauslieferung (hereinafter referred to as “Distributor”) will commence as of _____ distributing and debt collection for all products of _____ (hereinafter referred to as “Publisher”) exclusively to the trade in the areas Germany, Austria* and Switzerland *. (*if required)

The Distributor acts on behalf of the Publisher in own name and on own account.

The account will be settled monthly with the Publisher. The monthly sales/credits invoiced is the basis for the calculation of the distribution commission.

The Distributor receives for his services ____% of the net value of each invoice (excluding discounts, postage and packing)

Settlement of account with the Publisher will take place 90 days after the date of the monthly summary. The payment terms for the Distributor’s commission is 90 days. Minimum monthly distribution commission 50 Euro.

The Distributor stocks all available titles from the Publisher in accordance with the Publisher’s requirements. The Distributor will be notified prior to release of forthcoming new releases. All products of the Publisher are supplied on commission, delivered free of charge to the Distributor’s warehouse in Berlin (Germany). The storage costs amount to monthly 0.06 Euro per kg (plus the applicable VAT). Basis for the title quantity collection is the quantity of books of each detailed transmission, actually determined by the distribution. Deviations from the delivery note are immediately communicated to the publishing house. Deadline for billing of the monthly storage costs is the last day of a month. In the event that a customer is unable to pay, the Distributor is not liable to cover the amount, in the case of bankruptcy of a customer only the amount allotted by the receiver will be paid. The Publisher will be consulted prior to accepting an insolvency quota. Electronic data relating to the Publisher is not available to third parties. Books stored in BUGRIM Verlagsauslieferung’s warehouse are insured against fire, theft and damage through mains water supply. The liability is limited to the production cost of the Publisher (max. 25% of the selling price). The Publisher is charged 0,05 €/net/month per 500,00 € inventory value.

BUGRIM Verlagsauslieferung supplies the trade on own account according to the discounts laid down by the Publisher. Alterations to the agreed conditions are only permissible after consulting the Publisher.

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